

# Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation  
Coordination, Cooperation, Communication, & Commitment

**Chair**  
Scott Baird

**Vice Chair**  
Jeanna Dean

**Secretary**  
Karen Ellzey

**Treasurer**  
Jodi Rano

**Summer Meeting Location:**  
**Hilton Melbourne Beach Oceanfront, Melbourne Beach, FL**

**Wednesday, August 7, 2019**

**7:45am - Registration**

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

*Oceanview North Meeting Room*

*Jeanna Dean, FUCC Vice-Chair*

Jeanna Dean opened the meeting at 8:33am.

Introduction of members.

## *Policies and Procedures*

A rough draft/brainstorming outline that Jeanna put together was passed out for review. The intent at this meeting is to look it over, and follow up with a conference call to further discuss and refine.

Bullet points:

- Membership: description of the Membership Committee
- Banquet/Awards Dinner: description of the Banquet Committee and associated responsibilities
- Written Materials and Photos: to be the sole property of the FUCC
- Networking Event vs Hospitality Room: FUCC will no longer host a "Hospitality Room" with the organization solely providing alcohol due to risk and liability. Additionally, there are restrictions on FDOT employees participating/attending a meet and greet in the Hospitality Room. An event with a cash bar puts the liability on the individual vs the organization, and is open to all participants.
- Safety Committee/Safety Officer/Emergency Contact: Need a representative to be the emergency contact/representative for the organization.
- Theft: how to address if it happens in the organization.
- Event/Liability Insurance: Insurance is to protect the organization and its officers. It is obtained on a per event basis. The hotels require it, but it has been waived on our contracts. Jeanna has received a form to fill out to obtain a quote.

Comments:

Chris McLaughlin has concerns about the tone of the document presented. Jeanna reassured that this is just an outline to begin discussion. The committee will work to lessen the harshness/tone it down.

Kris Hayes voiced concerns regarding obtaining event insurance. He agrees that insurance is a good idea, but is concerned that if it is broadcast that we obtained insurance, that we would then become a magnet for lawsuits.

#### *FUCC Training/ Educational Seminars*

FUCC Certification is gone, but we don't want the training/materials to go away, and they are in need of an update. Erik Brueningsen volunteered to head this effort. We need to verify if he is still interested. We also need to find out who was on the old committee to see if any of the original members are interested in assisting with the update.

#### *IRS*

Jodi Rano announced that we are in good standing with the IRS. We filed an extension for the full tax return which is due 9/15/19. IRS is willing to waive filing old returns.

#### *Roundtable*

Jodi Rano regarding sponsor's tables, there needs to be a clause in the sponsorship that states that the FUCC is not responsible for items on the individual company tables.

FPL has individuals that come only to attend the FPL meeting. They do not need to register for the conference as they do not actually attend, but some have been confused about whether they need to check in/register. Suggested that Bryan Lantz provide a list of attendees to the FPL meeting to the folks at the check in desk for clarification.

Robb Brown suggested to reinstate the UAM subcommittee and add it to the agenda in November. This comes from a meeting that Bryan Lantz and Robb Brown attended with Patrick Overton and the Secretary. We would like to work with the department through the UAM committee, and having the committee active prior to a UAM rewrite allows us to be prepared with discussion points when UAM discussions resume.

Robb Brown stated that he has received one nomination for the secretary position: Demar Machuca with Sarasota County. Robb sent Demar an email and received a response with his director's approval. Per the Bylaws, we need to take nominations from the floor at Friday's business meeting. This presents an issue with vetting the nomination prior to voting (ensuring that the candidate has management approval for the four-year commitment). The suggestion is to open up nominations at today's meeting. The steering committee can meet again on Thursday to vet candidates. Additionally, there is nothing stated in the Bylaws regarding how active within the organization a candidate must be prior to nomination. If agreed, it would be possible to add to the Bylaws that a candidate should be a prior chair of either an interest group or subcommittee. Suggestion to modify the Bylaws to better define the types of consultants. This would broaden the field of potential candidates.

Brian Dean motioned to postpone nominations for the secretary position to the Thursday steering committee meeting. Robb Brown seconded. Motion passed unanimously.

#### *Adjourn*

Motion to adjourn by Scott Baird, seconded by Melonie Schwartz. Meeting adjourned at 9:17am.

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

*Oceanview North Meeting Room*

*Scott Baird, FUCC Chair; Robb Brown, Planning Committee Chair;*

*Kelsey Ramnauth, Membership and Promotions Chair*

Scott Baird suggested creating a pop up store for FUCC shirt orders. Jodi Rano stated that the shirt colors would be limited to either grey or black. An order would be placed once a month (in bulk) to reduce the cost. An order will be placed prior to the Jacksonville meeting. At this time, shirts cannot be ordered one at a time.

We have signed contracts for the next 2 years in Melbourne. They will be remodeling the Hilton beginning in September and we will be losing one of the meeting rooms. The Doubletree (overflow) is being remodeled now. The only reason we do not stay there is because they do not have a ballroom (needed for banquet). We have had better attendance during the actual meetings during summer. It may be due to the change in the agenda.

We have new giveaway items: chairs, beach towels, phone chargers. Tickets will be given at the door for raffles/giveaways during the banquet. Jodi will get gift cards for the Thursday session. We also have cups, koozies, cones, and pens free for the taking. If there are other ideas for giveaways or other ways to get our name out there, please let us know.

We would like to have FUCC representation at other conferences (sponsor/booth), such as the Municipal Water Association, Municipal Power Association, Transportation Symposium (in Orlando, expensive). Sunshine 811 has offered to have our brochure on their table when they attend other conferences. Our challenge is getting people who are available to man the table, requiring conference attendance/travel days. The committee is to bring a list of conferences to the officers to vet locations/costs/volunteers. Jodi suggested to set up a table at all of the district liaison meetings. A sponsorship/fee may be required (or not, if the liaison groups fall under the FUCC).

Robb Brown stated that he cannot keep up the commitment as Planning Chair due to his current work responsibilities. He mentioned that Duke may not be able to attend the Jacksonville meeting. He will need someone to put together the agenda for the next meeting. Jeanna volunteered to handle the agenda as well as finding speakers. She brought up the ability to pay for a speaker, including their room and registration. We would need to establish parameters/add to the policies and procedures.

Chris McLaughlin suggested we add an action item to create a calendar of events that we may want to participate in. FUCC will pay for travel, registration, and a stipend for volunteers to attend. Chris, Brian Dean, and Melonie Schwartz volunteered to put the calendar together.

We need to see if we can add a button to the website to order promotional FUCC materials.

We need to formally enter into a contract with Lori McLaughlin/MacDriller/MacSurvey for their conference planning services.

We need to add a clause on the conference registration stating that as a registrant, you give your permission for the use of any photo taken during the conference to be used on FUCC's social media and website.

The Bylaws state that we need nominations for the Treasurer and Historian every three years, which would be at the August 2020 meeting.

We need to add Refunds to the Policies and Procedures manual or the Bylaws.

We need to receive an annual report from the CPA for review. The CPA already provides a Profit/Loss statement and a balance sheet.

### *Banquet Planning*

Need to make an announcement that no weapons are permitted at the banquet. Kelsey Ramnauth stated that she will be unable to remain as Banquet Chair for next year.

### *Membership/Promotions*

Melonie Schwartz stated that the committee meeting is not on the agenda and asked if it could be added on the November agenda.

A letter is in development to send to utilities to encourage attendance at the Fucc. We can use Constant Contact to send the letter out, but we will also need to send it to those entities that do not attend. We can start by using Constant Contact and branch out from there.

Pam Young suggested to get the liaison email lists so that the letter can be sent to those members as well.

We need to develop a brochure. We have an old one, but it needs to be updated.

We can take a look at the website to see if anything needs to be added.

Suggestion to create an Fucc app that included the meeting agenda with notifications on meeting start times. The user could choose which notifications they want.

Suggestion to add the list of past award winners to the website, along with a list of past chairs.

Giveaways will be at 1:15pm and 4:00pm. We will keep one door prize for Friday. Scott will encourage folks to visit the vendor/sponsor booths. We'll have a sponsor spotlight after each break to allow them +/- 10 minutes to talk about their company.

### ***11:30am -1:05pm Lunch on Your Own***

### ***1:15pm - 1:30pm Opening Comments from the Fucc Chair Grand Ballroom***

### ***1:30m - 2:30pm Interest Group Meetings***

#### **Power Interest Group - Grand Ballroom**

*Chair: Larry Blair, Pike Engineering; Co-Chair: Stephen Maniaci, KCI*

#### **Underground Interest Group - Oceanview North**

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

#### **Telecommunication Interest Group - Oceanview South**

*Chair: Stephen Waidley, Frontier*

### ***2:30pm -2:45pm Break***

### ***2:45pm -3:45pm Fucc Subcommittee Meetings***

#### **Joint Use - Oceanview North**

*Chair: Paula Perry, SECO*

#### **Design Build - Grand Ballroom**

*Chair: Chris Stermer, WGI*

#### **TTC/MOT Committee - Oceanview South**

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

**3:45pm –4:00pm Break**

**4:00pm –5:00pm Florida Power & Light Solar Program Presentation  
Grand Ballroom**

*Presented by Sunanda Behara, FPL Engineer  
Moderated by George Beck, PE, FPL Sr. Engineer*

**5:00pm - 5:30pm Banquet Planning  
Sunburst Room**

*Chaired by Kelsey Ramnauth*

**Thursday, April 4, 2019**

**6:00am - 8:00am - Buffet Breakfast in Hotel Restaurant (Ticket Required)**

**8:00am - 8:30am - Registration & Member Networking**

**8:30am - 8:45am - 2019 Summer Meeting Opening Comments**

**8:45am -10:00am**

**Combined Interest Group, Subcommittee and Standing  
Subcommittee Updates and Announcements**

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

One award will be given tonight.

We have one nomination for new Secretary. It is a four-year commitment.

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

Now have a committee for conference planning vs a consultant.

Two more years in Ocala, Jacksonville, and Melbourne.

Present suggestions for future meeting locations to Lori.

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

45 in attendance.

Presentation on Switching and Tagging.

Steve Maniaci (KCI) to remain Chair. Jennifer Harper (Duke) to Co-Chair.

**Underground Interest Group, Co-Chaired by Brian Dean, Sunshine**

811 and Trish Miller, Cardno

26 in attendance.

Sunshine 811 updates/legislation

Waterline hit in Ft. Lauderdale.

New Chair is Michel-Lee Chapuseaux (Uniti Fiber/Southern Light)

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

24 in attendance.

Registration with Muni's for permits.

Pole ownership confusion, permit holder is considered the owner by FDOT.

1.9 UAM – Ownership transfer of land from FDOT to Muni, asked to move without notice.

337.403 reimbursement

Stephen Waidley (Frontier) to remain Chair.

**Joint Use, Chaired by Paula Perry, SECO**

No report.

**Design Build, Chaired by Chris Stermer, WGI**

50 in attendance.  
Issues with permitting were discussed.  
UWS vs Work Schedules.  
Good FDOT representation.  
Chris Stermer (WGI) to remain Chair.

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

15 in attendance.  
Failed attempts to reach out to FDOT regarding the new indexes.  
8/6/19: revisions complete to new indexes.  
Rumble strips.  
Improve relationships between FDOT and UAOs.  
Creating a letter to FDOT, and will send it to the steering committee for review.  
Alan Boaz (WGI) to remain Chair.

**10:00am - 10:15am – Break**

**10:15am - 11:30pm - FDOT Forum & District Reports**

*District Utility Administrators/Engineers will be in attendance to discuss District-specific issues.*

Patrick Overton update:

- MOT update: meeting with standard plans group. Rumble strips will not be required unless specified by the EOR.
- 2.8 UAM – Notification Letters for permit applications.
  - UAO receives them from permit applicants.
  - Issue is they are not going to the proper persons.
  - Notifications go out after design is already complete.
  - Honor System – no way to track.
  - Some districts will approve permits without letters attached, other districts will not.
  - Letters are a legal requirement. If they are not sent, it can nullify the permit.
  - UAOs are responsible for correcting their contact information. Can use the 811 ticket information, but that will only provide information for underground utilities and not for overhead ones. Irrigation owners are trying to get information to send letters, but they are not members of 811, so they cannot obtain ticket information.
  - Bryan Lantz stated he feels that the letters are not of value.
  - Melonie Schwartz stated that not all utilities are on the Sunshine ticket.
  - Letters do not need to be mailed. They can be emailed, just needs to be a written notification.
  - 2.4.1 UAM – Other utility is identified. Need to show their facilities on drawings. Notification is sent out, but nothing is received back. Other facility's info is considered "reasonably obtainable". Why does the UAO need to show every other UAOs facilities. Per FL Sta 556, locates are required regardless. FDOT is not responsible for protecting other entities interests, but it is in the best interest of all to protect them as best as possible. 2.8 is only notification.

District 1: Wayne Chilton – Invoicing is proving difficult. Working with UAOs on this. Liaison meeting Sept 26.

District 2: not in attendance

District 3: not in attendance

District 4: Eugene Khashper – Not receiving invoices in a timely manner; need to get the project closed out in a reasonable time.

District 5: Stacy Nester – Liaison meeting was held in May. 126 in attendance. Preparing for next year. Trish Miller (Cardno) is the new Chair.

District 6: Xenia Rodriguez – Issues with Utilities doing illegal utility work, causing delay claims. Could/will be severe consequences.

District 7: Dan Hunter – invoicing, please follow the requirements. “reasonable” – additional work in the corridor without notifying the UAO coordinator.

Turnpike: Joe Bitar – no issues.

Central Office: Shawn Lewis

#### Open Discussion:

- Suggestion to change the agenda to provide individual time slots for the Design Build meeting, the Interest Group meetings, and the UAM meeting.
- For the initial meeting of the UAM committee, a 2.5 / 3 hour slot would be preferred to allow for discussion of issues that have arisen since the current UAM (and UPM) have gone into effect. The format for this first meeting would be more of a panel discussion.
- Suggestion to add a tab on the website for UAM issues
- Greg Coker asked FDOT for clarification on what determines “During Construction”, whether it is when the contractor is physically on site, or is it referring to the Letting date. Per the District FDOT coordinators, it is the letting date, but per Patrick Overton it is “boots on the ground”. Per Shawn Lewis, the letting date is the last day before they can guarantee that the contractor is not working. FDOT feels that it is best to complete all work prior to construction. “During” runs the risk of delay claims and interference. FDOT feels that “During” work needs to be tied to a specific activity where the contractor needs to do something to accommodate the UAO work.

**11:30am - 1:00pm FUCC Lunch (Ticket Required)**

**1:00am - 1:15pm FUCC Announcements**

**1:15pm - 3:15pm - Reading Plans and UWS Creation Workshop**

*Presented by David Summers, Atkins. This will be an interactive training session on the best practices for reading roadway design plans and the creation of a UWS for highway projects.*

**3:15am - 3:30pm Break**

**3:30pm - 4:30pm - EDUCATIONAL WORKSHOP**

***Distribution Switching and Project Impact***

*Presented by Steve Maniaci, Distribution Designer, KCI and Rob Morris, Customer Relations Coordinator, FPL*

**4:30pm - 5:30pm - Steering Committee**

Motion to nominate Demar Machuca for FUCC Secretary (Scott Baird moved, Chris McLaughlin seconded), passed unanimously.

**6:00pm - 10:00pm - 2019 Annual Awards Banquet**

***Theme: Wild, Wild West***

*(Please: No weapons or outside food or beverage)*

**Friday, August 9, 2019**

**8:30am - 9:00am FUCC Networking**

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

Meeting called to order at 9:04 am by Scott Baird.

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

Reading of the Minutes – *Karen Ellzey*

Motion to approve meeting minutes (moved by Chris Stermer, seconded by Robb Brown, unanimously approved)

Historian's Report – *Chris McLaughlin*

Treasurer's Report – *Jodi Rano*

Attached

### **Business Session**

Sunshine 811 Report

Cheryl Ritter retired, replaced by Wendy Schaefer.

Written reports will no longer be provided.

Board meets next week.

Legislative changes regarding enforcement (difficult).

Proposed change to a 3 day notification period vs. current 2 day.

Permanent markers are being removed. Will try to add in legislation that the markers cannot be removed.

Re-vamping the definition of tolerance zones.

Changing the software for design tickets, goes into effect Jan 10<sup>th</sup>. Training for internet ticket entry will be available.

Member operators will no longer receive email notifications. Everything will be going cloud-based, requiring members to log in.

FDOT District Reports

Central Office – PSEE – please send suggestions to Shawn Lewis.

### **Business Reports**

Steering Committee– *Jeanna Dean*

One nomination for Secretary – Demar Machuca – Sarasota County

Working on Policies and Procedures

Awards/Nominations– *Robb Brown*

Both awards given this year.

Program/Conference Planning – *Lori McLaughlin*

Contracts are signed for 2 more years at all 3 current locations.

Please send feedback on location choices.

Facebook Page - *Robb Brown*

Jeanna was made Admin.

E-Business/Web Page – *Lori McLaughlin*

Will add liaison meeting dates to website.

In process of scanning old meeting minutes and will add archive to website.

UAM/Standards Review – *Bryan Lantz*

Committee to begin meeting again, with the first meeting to be a panel discussion format.

Will need to send a reminder out midway before the first meeting as a reminder to prepare for the discussion.

Bylaws Review – *Chris McLaughlin & Brian Dean*

Please bring recommendations to Brian.

Railroad – *Vacant*

Membership/Promotions – *Melonie Schwartz*

Meeting will be on the next agenda.

Working on the brochure and a letter to encourage participation.

Will start to have representation at the liaison meetings and at other conferences (event suggestions welcome)

Banquet Planning – *Kelsey Ramnauth*



Kelsey did an amazing job on the banquet. Heather Dean will be taking over as Banquet Chair for next year.

**Steering Committee Approved Motions for Membership Vote**

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

Motion to nominate Demar Machuca for FUCC Secretary (Scott Baird moved, Chris McLaughlin seconded) passed unanimously in the Steering Committee.

Request for any nominations from the floor – none.

Motion to close nominations (Brian Dean moved, Melonie Schwartz seconded) passed unanimously.

Motion to accept Demar Machuca as incoming Secretary (Melonie Schwartz, Pam Young seconded) passed unanimously.

**New Business/Old Business**

Scott Baird dismissed the members of all Subcommittees and abolished all Non-Standing Subcommittees.

Motion to promote Jeanna Dean to Chair and Karen Ellzey to Vice Chair (moved by Scott Baird, seconded by Fred Valdes) passed unanimously.

Jeanna Dean reappointed the members of the Steering Subcommittee as existing, with the exception of the Sewer position which will remain vacant due to Mike Hamlin’s exit. The members of the Steering Subcommittee are as follows:

Chair	Karen Ellzey, Florida Power & Light Karen.Ellzey@fpl.com, (305) 442-5290
Telephone	Fred Valdes, Frontier Fred.n.valdes@ftr.com, (863) 688-9714
Power	Art Gilmore, Duke Energy Arthur.gilmore@duke-energy.com, (727) 893-9255
Gas	Joe Sanchez, Florida Gas Transmission Joseph.e.sanchez@energytransfer.com, (407) 838-7171
Water	Warren Gilbreath, Hillsborough County Public Utilities Gilbreathw@hillsboroughcounty.org, (813) 209-3075
Sewer	-Vacant-
Governmental Utility	Kris Hayes, Lakeland Electric Kris.hayes@lakelandelectric.com, (863) 834-6486
Governmental Non-Utility Coordinator Consultant	Scott Baird, Pinellas County Public Works Trish Miller, Cardno Trisha.miller@cardno.com, (386) 747-7359
Contractor	Larry Hill, Badger Daylighting lhill@badgerdaylighting.com, (407) 408-5355
Design Consultant	Bill Case, Ayres Associates

Utility Notification Center	Caseb@ayresassociates.com, (813) 558-3303 Brian Dean, Sunshine 811 Brian.dean@sunshine811.com, (386) 575-2042
Geospatial Consultant	Chris McLaughlin, MacSurvey, Inc. chris@macsurvey.com, (727) 725-3269

Motion to ratify above list as read (moved by Brian Dean, seconded by Scott Baird) passed unanimously.

Jeanna Dean appointed the below Chairs to the Standing Subcommittees:

Awards/Nominations	Scott Baird, Pinellas County Public Works Sbaird@pinellascounty.org; (727) 464-8904
Program/Conference Planning	Vacant
Membership/Promotions	<b>Chair:</b> Melonie Schwartz, Horizon Engineering Group Mdschwartz@horizoncivil.com, (407) 644-7755

Jeanna Dean created a new Non-Standing Permitting Subcommittee and appointed Robb Brown as Chair.

Motion to adjourn (moved by Scott Baird, seconded by Pam Young, unanimously approved).

Meeting adjourned at 9:46 am.

## Meeting Minutes

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**To:** Florida Utility Coordinating Committee (FUCC) Board  
**From:** Melonie Schwartz, Chairman of Membership / Promotions  
**RE:** Meeting Minutes from Summer 2019 FUCC Meeting in Melbourne, Florida

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There was no scheduled meeting on the agenda nor was there a meeting held for the Membership / Promotions FUCC Standing Subcommittee at the Summer 2019 FUCC Meeting in Melbourne, Florida. These minutes serve to summarize the discussions held on Wednesday, 8/7/2019 in the 10 am meeting for the Steering Committee and Subcommittees.

- Melonie Schwartz asked the group if the organization attended other industry related organizations events to promote FUCC. The group advised no. She and other in the room indicated that there are several different organizations like: AWWA, Municipal Electric Associations, FDOT Symposium, Team FL, ASCE/ASHE/ACEC, etc. that hold events that the organization could attend and get a table at to make the attendees (utility companies) aware of our organization, what we are about and why they should be a member. The feedback from the group was positive.
- From this discussion, Melonie will work with Mr. Chris McLaughlin and Mr. Brian Dean on a calendar of events that the organization can attend to promote the organization and reach out to gain new members. We would look to putting a list together of these meeting and determine what events the organization would attend. The group advised that we get these events covered to with the folks on the board, committees and other members, so no one member would be burdened.
- Additional discussion was held by the group about the FUCC attending and being a sponsor at the District Liaison Meetings as well. This would be the first focus of our efforts to promote the group. The next liaison meeting would be D1 in September and D7 in October. We would get to all the District Meetings as another opportunity to promote the organization. Melonie will be in attendance at D1 and D7, so she will work on getting coverage for those events. Additionally, Jodi advised that she will get a check for the registration fee for a table at the event.
- Melonie advised that she had received the approved contact letter to the UAOs. She confirmed with the group on the address list on who to address the letter to. She inquired if we are just using the list from the Public Service Commission or some other list. Ms. Jeanna Dean indicated that the Constant Contact should be utilized and to coordinate with Mr. Brian Dean on the list. Melonie will follow-up with Mr. Dean for the address list.

# Membership / Promotions

## FUCC Standing Subcommittee

- Melonie advised that she is aware about the subcommittee responsibility on maintaining and updating the brochure. The group advised that the brochure is on the organizations website and if there were any suggested changes to put them together and bring to the group. Melonie will review it and bring any changes to the group. Melonie indicated that she would like to have the brochure included with the letters when they are sent out and the group thought it was a good idea. Ms. Dean asked if Mr. Tom Baine would provide a testimonial for the brochure, which he agreed to do.
- Melonie inquired on how any updates to the website are handled and the group advised that Ms. Lori McLaughlin.
- Ms. Dean advised that previous Award Winners (i.e. John J. Farkas and Malcolm Yancey) are great advocates for the organizations and could aid with membership drives.
- With these discussions complete, Melonie thanked the group for their time and closed her section of the discussion.

### Action Items:

- Melonie to follow-up with Chris and Brian on the Calendar of Events that FUCC can attend to promote the organization.
- Melonie to follow-up with Brian on the constant contact list of addresses for the membership letter.
- Melonie to review the brochure to determine any updates that may be required and submit for approval and get changes made.
- Melonie to coordinate with Jeanna and Tom on Tom's Testimonial for the brochure.
- Melonie to send out the membership letter with the brochure.
- Melonie to coordinate with Jodi on registration and fees for the D1 and D7 Liaison Meetings.
- Melonie to coordinate folks to work the FUCC table at the D1 and D7 Liaison Meetings.

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

# FUCC Underground Interest Group

## Summer 2019

Co-Chairs Trish Miller, Cardno; Brian Dean, Sunshine 811

26 Present

- Self-Introductions
- April Meeting Recap
- Sunshine 811 Update
  - Board of Directors meets starting August 14
    - Legislation will be key discussion
      - Federal DOT (PHMSA) requires effective enforcement
        - Florida is not considered effective
        - Proposed a Hearing Panel for gas pipeline incidents
          - Looking at a state agency to host
            - Difficult to get buy-in
          - Looking at costs in other states
    - 3 day waiting period
      - Or, 2 Days before excavation
    - Protection for permanent markers
  - Changing internet ticket entry software
    - Exactix will go live January 10, 2020
    - Training will start soon
      - More user friendly and enhanced features
  - Member Operators will not receive email notifications after December 31
  - Sign up for IrthNet Ticket Management
    - Call 811, Option 3 to get with member services staff
  - Two recent incidents focus the need to verify ticket information and positive response
    - A gas line hit in Fort Myers caused a significant outage
      - Waiting on a ruling by a Department of Administrative Hearing Judge
        - Alleged excavation on an expired ticket
        - Worked outside the scope of the ticket
        - Misunderstood the excavation area
          - 811 Map does not define the excavation area
          - Locate description in the legal scope
          - Many locators do not see the map
      - Water line hit in Fort Lauderdale knocked out water to 200,000+ people
      - Alleged wrong address and incorrect locate description
- New Agenda Items
  - None Noted
- November UIG Discussion Items
  - Next Generation Deliverables
    - From 2D to 3D
- November Presentation Ideas
  - Exactix – New Sunshine 811 Internet Ticket Entry – Brian Dean, Sunshine 811
- Documenting Directional Drills – Chris McLaughlin, MacSurvey

- Election of Group Chair
  - Chair - Michael-Lee (Chap) Chapuseaux
  - Co-Chair – Chris Mclaughlin

# FUCC Underground Interest Group

MEETING: Summer 2019

DATE: 8/7/2019

Chairs: Trish Miller, Cardno and Brian J. Dean, Sunshine 811

Name	Organization	Email
Rob Fleming	FCTT	Robert.Fleming@energytransfer.com
<del>Joseph E. Saucier</del>	<del>PEST</del>	<del>Joseph.E.Saucier@EnergyTransfer.com</del>
Stephen Sarabia	Collier County PUD	Stephen.Sarabia@colliercountyfl.gov
Dennis Daniels	11 '11	DennisDaniels@collier.gov.net
Andres Garcia	Infrawap Corp	agarcia@infrawap.net
Douglas Foster	D/C - Duvalle Interiors	dfoster@dccorp.ca
Alex McFarlane	TECO PEGS	amcfarlane@tecoenergy.com
Nate Childs	Cardno	Nate.Childs@cardno.com
JAY C. HELMS	George F. Young	Jhelms@georgefyoung.com
Anthony Armstrong	Sparagine and Mapping (Sam)	aarmstrong@sam.biz
Samuel Gonzalez	USGI	samuel.gonzalez@usgi.com
Trisha Miller	Cardno	trisha.miller@cardno.com

# FUCC Underground Interest Group

MEETING: Summer 2019

DATE: 8/7/2019

Chairs: Trish Miller, Cardno and Brian J. Dean, Sunshine 811

Name	Organization	Email
Brian Dean	Sunshine 811	brian.dean@sunshine811.com
Michel-Lee Chapusseau	Uniti Fiber / Southern Light	Michel.Lee.Chapusseau@uniti.com
Bob Mensching	Uniti Fiber	bob.mensching@uniti.com
Seanna Dear	Harbor Cardination Solutions Inc	SDear@HarborCardination.com
Trish Dickerson	BPA	pdickerson@bpa-engineers.com
Aleen Alvarez	FROTHEN	Aleen.A.Alvarez@FTR.com
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MARLIE WALTERSON	FLORIDAKETS AQUEDUCT AUTH.	M.WALTERSON@FCMA.COM
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Jon Arnett	Southeastern Surveying	jarnett@ssnc.us
Melonie Schwartz	Horizon Engineering Group	mschwartz@horzongrpl.com
Terred Carter	TECO Peoples Gas	tcarter@tecoenergy.com
Sarah Binge	Stantec	Sarah.Binge@stantec.com
DAN CHECHVA	KENT	dchechva@kentteam.com



**Design Build Sub-Committee**  
**Melbourne, Florida**  
**August 8, 2019**

The Design Build (DB) Sub-Committee meeting was facilitated by the sub-committee chair Chris Stermer, WGI. In attendance were 20 Consultants, 22 Utility Agent/ Owners, and 7 FDOT representatives. Some of the highlights:

**Utility Work Schedule (UWS)**

- Per the Utility Accommodation Manual (UPM) UWS's are required on all projects including DB projects. The processing is somewhat different than convention Design-Bid-Build projects. On DB projects the CEI is considered the Project Administrator (PA) in the review process per the Utility Procedures Manual.
- The UWS on DB projects will be REVIEWED by the Department, but will not be executed by the Department, the UWS on DB will be executed by the Design Build Contractor.

**Utility Permits**

- Utility permits for DB will still be submitted through One Stop Permitting (OSP). Utilities are having issues with getting multiple request during the permit completeness check, seems like once they get a request for additional information the 30 day clock is starting over again. They would like to see all request for additional information come at one time. This is causing a major delay in permit processing time. Dan Hunter, DUA at District 7 stated this came up during the DUA meeting with the State Utility Engineer and that he has some proposed changes he will be submitting to Central Office that may rectify some of the problems. The State Utility Engineer stated they hope to have changes made in the permitting process and the review process by the next FUCC in November.

TTC/MST  
SUB COMMITTEE MINUTES

8/7/19

15 IN ATTENDANCE

- DISCUSSED FAILED ATTEMPTS TO SPEAK TO TRAFFIC CONTROL DEPARTMENT TO DISCUSS UP COMING REVISIONS.
- DID LEARN THAT REVISIONS ARE OUT FOR REVIEW AND WERE COMPLETED 8/6/19
- DISCUSSED THE SAFETY IMPACTS OF INSTALLING RUMBLE STRIPS. WANT TO DISCUSS USING LAW ENFORCEMENT IF ~~THE~~ <sup>ROAD WORK</sup> ~~SETUP~~ IS UNDER 8 HRS
- WOULD LIKE TO SEE MORE X-TRAINING BETWEEN FOOT & UTILITIES. WOULD HELP DEPT SEE HOW UTILITIES OPERATE DAY TO DAY.
- NEED TO ESTABLISH A BETTER RELATIONSHIP BETWEEN DEPT & UTILITY IN ORDER TO CONTRIBUTE SUGGESTIONS ON THE INDEX AND HOW THEY ULTIMATELY AFFECT THE UTILITIES
- THE TTC COMMITTEE WILL BE PREPARING A LETTER TO SEND TO FOOT ON BUILDING A BETTER WORKING RELATIONSHIP
- TOM PAYNE OFFERED HIS HELP ON COMMUNICATIONS

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# SIGN-IN SHEET

TTC/MOT SUB COMMITTEE

NAME (PLEASE PRINT)	COMPANY	PHONE NUMBER	EMAIL
CYNTHIA SNELLING-PERRY	FDOT - Central Office Utilities	850-414-4335	Cynthia.SnellingsPerry@dot.state.fl.us
Thomas Bane	TRB Highway Consulting	850-228-7070	thomas.bane.pe@gmail.com
Jennifer Harper	Duke Energy	407-406-2453	jennifer.harper@duke-energy.com
Robb Brown	Duke Energy	352-459-4671	Robb.brown@duke-energy.com
Melanie Garas	Tempy Electric	813-775-3353	mxgaras@tempyenergy.com
Betsy Becker	WRELDWIDE FIBER OPTICS	407-468-5735	ebecker@fiberop.com
KRIS HAYES	LAYELANO Electric	863-834-6486	KRIS.HAYES@LAYELANOelectric.com
Jon Arnett	Southeastern Surveying	407-470-2577	jasnett@ssmc.us
Pam Young	Horizon Eng. Group	407-644-7755	pyoung@horizoncivil.com
BJA DE SATO	AWP, Inc.	407-739-7413	awsato@awptraff.com
Bobby Fowler	AWP Inc.	321-604-0715	bfowler@awptraff.com
Nicholas Mingo	FPL	386-322-3418	Nicholas.Mingo@fpl.com
ALAN VACORS	FEDORTION	863-688-9114	ALAN.VACORS@FTR.COM
ROB MORRIS	FPL	772-223-4215	Rob.Morris@FPL.com
Conner Lichy	Stantec	772-219-5269	Conner.Lichy@stantec.com



11:31 AM  
07/22/19  
Accrual Basis

Florida Utilities Coordinating Committee, Inc  
**Profit & Loss**  
January through June 2019

*gave to  
Jodi 7/22/19*

	<u>Jan - Jun 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Meeting Registrations	28,534.20
Other Types of Income	
Miscellaneous Revenue	1.00
<b>Total Other Types of Income</b>	<u>1.00</u>
<b>Total Income</b>	<u>28,535.20</u>
<b>Gross Profit</b>	28,535.20
<b>Expense</b>	
<b>Bank Service Charges</b>	
Bank of America CC fees	14.18
PayPal Fees	847.08
Square Fee	25.71
<b>Total Bank Service Charges</b>	<u>886.97</u>
<b>Operations</b>	
Books, Subscriptions, Reference	245.00
Supplies	495.52
<b>Total Operations</b>	<u>740.52</u>
<b>Travel and Meetings</b>	
Awards	187.12
Door Prizes	95.00
Hospitality	230.38
Hotel Fees	12,835.28
Meeting Brocures	537.09
Planning Services	3,534.28
<b>Total Travel and Meetings</b>	<u>17,419.15</u>
<b>Total Expense</b>	<u>19,046.64</u>
<b>Net Ordinary Income</b>	<u>9,488.56</u>
<b>Net Income</b>	<u><u>9,488.56</u></u>

# Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation  
Coordination, Cooperation, Communication, & Commitment

## MOTION LOG

### FALL MEETING 2018 – Jacksonville

- Fred Valdes made a motion to put the org chart on our website, Art Gilmore seconded. All 3 voted in favor.
- Jodi Rano motioned to create a non-standing Policies and Procedures subcommittee, with Jeanna Dean as chair, composed of past board members. Robb Brown seconded. Motion passed unanimously.
- Motion to increase the day rate for the conference to \$75 (Chris McLaughlin 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)

### SPRING MEETING 2019 – Ocala

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

### SUMMER MEETING 2019 – Melbourne Beach

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