

**The purpose of the Georgia Utility Coordinating Council (GUCC) is to promote and encourage the establishment of utility location and coordination committees on a local level throughout the State of Georgia.**

Once established, the GUCC provides guidance and assistance to help the local committees:

- Promote and foster safe working conditions
- Reduce the number and severity of accidents
- Minimize inconveniences to the public
- Effect economies related to utility activities including contractors, Regulatory and utility officials and the general public

## **GUCC MISSION STATEMENT**

***“Provide an organization for the purpose of enhancing communication, coordination and cooperation among its stakeholders, in order to keep Georgia safe and connected.”***

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## **Election Of Officers**

- ❖ The local committee shall elect from its membership a Chairperson, Vice-Chairperson, and a Secretary/Treasurer. Some local committees have a separate position for the Secretary and Treasurer. Officers are nominated by the membership and voted on by the local committee. The term of office shall be one (1) year commencing January 1 and ending December 31. Vacancies may be filled by election at a regular meeting of the local committee.
- ❖ The office of Chairperson, Vice-Chairperson and Secretary/Treasurer shall be so distributed that when a particular type member organization is represented in one office, another and different type utility or organization shall be represented in the other offices. No one type utility or organization shall be represented in the same office for a continuous period longer than one year
- ❖ Ascension to office will be accomplished in the following manner: The outgoing Vice-Chairperson will become Chairperson, the outgoing Secretary/Treasurer will become Vice-Chairman, and the incoming Secretary/Treasurer will be elected from the general membership.
- ❖ Should the outgoing Vice-Chairperson be unable to serve for the incoming year, the Secretary/Treasurer will ascend to Chairperson. The Vice-Chairperson and Secretary/Treasurer will then be replaced by vote of the general membership.
- ❖ When a vacancy occurs during the term of office for the Vice-Chairperson, the Chairperson will fill this position for the remainder of the term of office.
- ❖ When a vacancy occurs during the term of office for the Chairperson, the Vice-Chairperson will fill the office of Chairperson for the remainder of the term of office. The Secretary/Treasurer will retain their position.
- ❖ When a vacancy occurs during the term of office for the Secretary/Treasurer, the Vice-Chairperson will fill the office of Secretary/Treasurer for the remainder of the term of office.

**AWARDS FOR THE**  
**GUCC CHAIRPERSON OF THE YEAR,**  
**VICE-CHAIRPERSON OF THE YEAR**  
**AND SECRETARY/TREASURER OF THE YEAR**

In September 1999, members of the GUCC Guidelines Committee held a Strategic Planning Session to create a way to ensure that the local committees would use the guidelines provided by the GUCC. The Committee decided to create an award to recognize and honor the officers who best followed the established guidelines. Those who excel will be presented a “CHAIRPERSON OF THE YEAR”, “VICE-CHAIRPERSON OF THE YEAR” AND “SECRETARY/TREASURER OF THE YEAR” award.

**General Information:** The contest runs from January through October of the award year. This award will be open to all Chairpersons, Vice-Chairpersons and Secretary/Treasurers in each GUCC Region that have completed their terms in office. Nominees do not have to come from within one local committee. All local committees in each Region can have nominees.

**Officer Award:** The officer of the local committee that wins the award will receive a plaque in recognition of their accomplishment.

**Judging:** Judging will be by done by the GUCC Regional Representatives. One winner for each position of Chairperson, Vice-Chairperson, and Secretary will be selected for each GUCC Region. The winner will be selected based on the use of the information provided by the GUCC Guideline committee as it relates to the agenda, the attendance, contractor participation, the minutes, and monthly programs. The decision of the judges will be final.

## **DUTIES OF THE CHAIRPERSON**

The Chairperson should preside over all meetings and perform other duties that are required by the local Committee. Duties include: serving as host of the local committee meetings – welcome, announcements, reports, etc.; establishing committees and recruiting members for each committee; assisting committee members in planning and goal setting; and providing direction.

### **Agenda**

The agenda is the tool that will be used to measure the preparation that a Chairperson has put into the program. The purpose of an agenda is put on paper what you plan to accomplish in the meeting. A preliminary or working agenda is prepared to determine what should be discussed, the order in which it should happen, and to keep a record of the meeting. It also serves to control the time allotted for topics in a meeting that has a set time limit. The agenda serves as a medium for organizing everything from the meal sponsor to program speakers or any special events within an allotted period of time.

The agenda may or may not be circulated to the meeting participants. If you want to distribute the agenda, it can be sent with a copy of the minutes of the previous meeting or copies can be made available to circulate at the meeting. Distributing the agenda ahead of time allows for comments to be made prior to the actual meeting.

The Chairperson may wish to solicit input from meeting participants as to what items might be included or excluded from the agenda. The participants should be reminded to respect others who are interested in what your organization is working on, even if they have little or no interest. Calls are often made after the meeting to discuss topics that were presented, even though there were no comments or participation from the group during the meeting. This reinforces the fact that there is interest in what is discussed in the meetings. The lack of direct control over all participants makes it necessary to address various representative interests. This practice should increase attendance to the local utility coordinating committee by making it interesting to those in attendance. Another, more important value of an agenda is that it serves to sound out reactions to discussion topics, particularly when they may be controversial, like damage discussions or dig-ins. Sometimes the elements of a controversy are not identified until there is a reaction.

It is extremely important that the preliminary groundwork be well thought out before the meeting. Do not, however, create the impression that the meeting has been so rigidly preplanned that there is not opportunity for the attendees to provide input and response. A balance must be struck, combining preplanning with the impression among the attendees that their views, information and problem solving talents can be considered. As the Chairperson you have responsibility for its success.

Finally, here are some courtesy reminders that help maintain good relationships and increase to the probability of a more successful meeting:

- ❖ Avoid surprise meetings and changing meeting locations. This disrupts people from their regular work schedules. The meeting place needs to be in an area central to the utilities involved. EXAMPLE: In Dekalb County, Snapping Shoals EMC was coming from Rockdale County to the meetings, a distance of about 40 miles. Meeting attendance picked up after the meeting was relocated to a central location.
- ❖ If individual participants are to be called upon for statements or presentations, tell them so individually, beforehand. If possible, allow them some measure of choice or latitude.
- ❖ Size and services of meeting place: It should be large enough to accommodate the projected size of your committee. It should have access to electric outlets (TV's, VCR's, overheads, etc.) and any other needs for having speakers and presentations. This should also include an enclosed room for privacy from outside noise (lunch crowds).

## **In Summary:**

- ❖ An agenda helps you to prepare for the meeting
- ❖ It reduces anxiety among participants
- ❖ It forces the meeting Chairperson to organize ahead of time
- ❖ It provides a tool for control of the meeting
- ❖ It should be carefully planned with a clear concept of what should be accomplished
- ❖ The goals of the meeting can be realized

Communication with the GUCC Regional Representative is essential to your local committee. Your Regional Representative should attend your local meeting at least quarterly. If not, take the initiative and set up a quarterly meeting with the Regional Representative. This will allow you to stay updated on the GUCC. It is also a good idea to sign up for the GUCC Pipeline email report that comes out on a weekly basis.

Try to attend the Spring or Fall GUCC conferences. Good ideas are shared at the Chairman's breakfast at each conference. All officers of the local committee can attend the breakfast. Also, when new officers are elected, submit the names of the new officers and committee chairs to the Regional Representatives prior to the GUCC directory being published.

A sample agenda is shown as follows. It can be modified to your specific need. Some of you do not have a host company to sponsor the meal, so this will not be an agenda item for your meeting.

## **SAMPLE AGENDA**

### **LOCAL UTILITY COORDINATING COMMITTEE**

Date

Chairperson – Name

Vice-Chairperson – Name

Secretary/Treasurer – Name

1. **OPENING REMARKS**
2. **WELCOME VISITORS/GUESTS/NEW ATTENDEES**
3. **IDENTIFY HOST COMPANY/MEAL SPONSOR**
4. **REPORTS**
  - a. GUCC/UPC
  - b. Damages
  - c. New Construction Report (Subdivision)
  - d. Road/Water Projects
  - e. Sub Committee Reports
    - Financial
    - Membership
    - Fund Raising
    - Etc.
5. **OLD BUSINESS**
  - a. Minutes From Last Meeting,
  - b. Etc.
6. **NEW BUSINESS**
  - a. Officer Elections
  - b. New Information
7. **PROGRAM**
8. **CLOSING**

**AGENDA**  
**FULTON COUNTY UCC MEETING**  
**AUGUST 7, 2000**

- **OPENING REMARKS**
  - Introduce Officers, Regional Representative, UPC Liaison Manager
- **INTRODUCE HOST COMPANY/MEAL SPONSOR**
  - BellSouth
- **SIGN IN SHEET**
  - Request everyone to initial off on sign-in sheet
- **NEW ATTENDEES**
  - Check to see if there are any new attendees, recognize them
- **REPORTS**
- **OLD BUSINESS**
  - Minutes from last meeting
  - Report on Dig Law Update Meeting
- **NEW BUSINESS**
  - Announce GUCC Fall Conference – have copies of tentative schedule available.
  - Discuss, “Election of Officers for Fulton County”
  - Discuss, “Individual Company Projects”
    - Where are they working on?
    - What problems have they encountered in Fulton County?
  - Discuss, “What are the problems in Fulton County UCC Meeting?”
    - Meal disruptions – how to solve
    - Should we have Door Prize? Are they willing to provide them along with the meal?
- **CLOSING**
  - Thank everyone for attending and for their participation
  - Ask them to invite someone to next meeting

## **DUTIES OF THE VICE-CHAIRPERSON**

The Vice-Chairperson presides over meetings in the absence of the Chairperson and performs other duties as assigned by the Chairperson. If the Chairperson is unable to or refuses to perform the responsibilities of the office, the Vice-Chairperson should be prepared to step in. Each local committee may have different responsibilities for the Vice-Chairperson.

### **Program List/Utility Sponsor**

The main duty of the Vice-Chairperson is to support the Chairperson. This support includes doing legwork for the Chairperson, running a meeting if the Chairperson is unavailable and advising the Chairperson. The Vice-Chairperson should be responsible for the monthly program, either by arranging the speakers and program or by coordinating the program committee that has been set up.

If your local committee has a utility sponsor for the monthly meal, the Vice-Chairperson should also coordinate this. Some local committees require that the monthly sponsor provide a guest speaker or program for the group. The program list/utility sponsor is what will be used to measure the preparation that a Vice-Chairperson has put into the program.

Communication is the key to this position, so that you can replace either the Chairperson or the Secretary on short notice. The Vice-Chairperson should communicate with the Chairperson and Secretary at least one week prior to each monthly meeting to discuss the agenda for that month. By doing this the Vice-Chairperson will be up to date and ready to take control of the local committee should the Chairperson be unable to attend. The Vice-Chairperson should also contact the monthly speaker to ensure that they are prepared for the meeting. If your local committee is sponsored by a utility, contact the utility sponsor of the month to ensure that everything is covered and the speaker has what they might need for a presentation.

Another function of the Vice-Chairperson should be to recruit membership. One idea is to have all members provide a list of their sub-contractors with a contact name and number. Ask the members for information on any utility company, road contractor, engineering firm, etc., which is not currently being represented at your meetings. Create a plan or presentation for these companies who might not be aware of the benefits that are offered through the local committee. Consider some form of invitation.

Some committees have each attendee pay for their own meal, some have a utility sponsor the meal each month and some collect annual membership fees that include meals and then “true up” the actual cost periodically. Some committees use a combination, charging a small annual membership fee and still have each attendee pay for their own meal. Some committees have found that attendance increases when a utility sponsors a month or membership fees are charged. You should also verify that the meeting place accepts credit cards for payment (some do not).

The program portion of the meeting can be handled in many different ways. Some local committees have the Vice-Chairperson set the program schedule, asking for each attending utility to take a month. Other local committees form a program committee, using volunteers to create the program schedule for each month. Local committees that have a meal sponsor will ask the utility sponsoring the meal to be responsible for the program. Regardless of who is responsible for an individual program, steps should be taken to ensure a quality program each month.

In established local committees, a good way to get started is to solicit program ideas from the membership at the beginning of the year, forming a subcommittee of those who show an active interest. Topics can vary from projects that a particular utility is undertaking that might impact the other utilities to new advances in technology such as the subsurface utility engineering process. Also, many companies have programs developed and willing speakers on many safety topics. The program committee can then rank the topics by number of respondents and find an appropriate speaker. This would ensure that the topics are of interest and relevant to the membership.

For newer local committees, contact the Vice-Chairperson of existing local committees to get program ideas. They can provide a list of previous program topics and speakers. These previous topics can be compiled to create a program list for your UCC. Contact your Regional Representative to get the contact information for other Vice-Chairpersons

## **SAMPLE PROGRAM SPONSOR LIST**

### **WALTON COUNTY UCC**

<b>January 22</b>	Walton EMC
<b>February 26</b>	Bell South
<b>March 26</b>	Georgia Power
<b>April 23</b>	Contractor Awareness Breakfast
<b>May 28</b>	Environmental Protection Division, Athens
<b>June 25</b>	Walton EMC
<b>July 23</b>	STS
<b>August 27</b>	Walton County Water and Sewer
<b>September 24</b>	City of Lawrenceville Gas
<b>October 22</b>	UPC
<b>November 26</b>	Officer Elections
<b>December 24</b>	No Meeting

## **PAST PROGRAM EXAMPLES**

**January** – Bellsouth made an IFITL presentation. Their contractor had caused some problems to some utility companies and municipalities so this was a conciliatory meeting. BST eventually dropped IFITL, but it may be resurrected in the future.

**February** – STS made a presentation about the difficulties facing their locate technicians.

**March** – “Whose Responsibility Is It to Find the Utility Conflicts?”

**April** – The program was on Subsurface Utility Engineering (SUE).

**May** – A forum was held to discuss the conflicts with traffic signals and utilities, specifically dealing with the present procedure where the signal systems are not designed until the construction phase, and the utilities are being pushed to relocate.

**June** – At the request of the CATV companies, pole owners reviewed their requirements for joint use attachments.

**July** – Cobb Water System discussed the sanitary sewer tunnel through East Cobb they are building that is 200 feet deep and 18 feet in diameter.

**August** – Utility placement in subdivision was the topic, primarily variances from the accepted utility placement standard in subdivisions being granted without any input from the utility community.

**September** – The DOT talked about the procedures for dissemination of plan revisions, solicitation of mark-ups, and return of mark-ups.

**October** – The program was on the use of vacuum excavation equipment for locating utilities.

**November** – The Cobb Marietta Water Authority discussed what they are currently doing.

**December** – The program was on the use of GPS in as building utility systems.

## **DUTIES OF THE SECRETARY**

The Secretary shall keep proper records for the local committee, including the minutes of its meetings. The minutes can be distributed before the meeting or passed out the day of the meeting. A meeting reminder notice along with the date and location of the meeting should be sent to the members at least one week prior to the scheduled date. **The meeting minutes and attendance list is what will be used to measure the preparation that a Secretary has put into the program.** If the agenda is distributed prior to the meeting, it can be incorporated into the minutes of the meeting.

### **Minutes**

#### **Items to be included in your minutes:**

- ❖ The date, meeting location and time the meeting begins
- ❖ Name the presiding officers, Chairperson, Vice-Chairperson and Secretary
- ❖ The number of those present
- ❖ Name of visitors and new attendees
- ❖ What occurred. When the meeting begins, key your notes to match the structure of the agenda
- ❖ The meal sponsor list so everyone is aware of who is responsible for the meal that month
- ❖ The time of adjournment.

Send out notice for each meeting. The notification can be sent as a fax and/or e-mail and should be done at least one week prior to the meeting. To ensure no one is missed, fax a notice to those without e-mail. Some companies have one notification sent and post it when there are multiple attendees from the same location. It may be necessary to send several faxes to the same location with a cover sheet for each attendee.

Some local committees have created a monthly newsletter that is emailed to all attendees.

## **SAMPLE MINUTES**

### **Minutes from Forsyth Utility Association Meeting March 12, 2003**

Lorie Short, Vice-Chairperson, opened the meeting at 11:55 a.m.

There were 25 attendees at the March 12, 2003 meeting.

#### **Welcome of new attendees:**

Barry Lucas of Forsyth County Water rejoined the meeting after a tour of duty in the Middle East.

#### **Roll call and reports from utilities:**

##### **GUCC**

- The spring GUCC conference will be April 9-11, 2003. Sea Palms at St. Simons Island will be the location this year.

##### **UPC**

- New onsite program for Dig-Safely started. Call UPC to schedule this.
- Newsletter is on website. This will be a quarterly newsletter.
- There will be web training at the spring GUCC conference at Sea Palms Resort; this will include web ticket entry (by street).
- All contractor meetings can be posted on website with a one week advance notice.
- The GUCC website has a new link: Local Ordinances. This is updated as new information is provided.
- The fall GUCC meeting has been changed from Dillard to Callaway Gardens. The dates for the conference are October 15-17, 2003.
- The Locate Excellence program was started to award locators for outstanding performance.
- The Locate Rodeo is scheduled for July 31 through August 2, 2003, in Macon.

#### **Road/Water Projects**

##### **Forsyth County Engineering**

- Robin McCook stated that the Old Atlanta Connector was staked on 3-11-03. APAC was awarded the contract to build. Sawnee EMC will relocate poles, and then Adelphia and Bellsouth should follow soon after.

### **Moreland Altobelli**

- Bethelview road plans – Barry McWhorter needs mark ups back from Bellsouth
- A Preconstruction conference for Elm Street will be held 3/13/03 at 2:00 P.M. at City Hall.
- SR141 – Majors Road plans to come out next month.

### **Forsyth County Water**

- SR141/Majors Rd/Sharon Road reuse line installation to start next week. All installation will be done on private R.O.W. acquired by the County.

### **GDOT**

- Handed out a sheet of road projects

## **Subcommittee Reports**

### **Fund Raiser Report**

Duane Bellue gave an update on the golf tournament. Handouts for team entry and hole sponsorship were passed out. The date of the golf tournament will be Wednesday, May 14, 2003, and will be held at the Hampton's Golf Village. Duane Bellue is heading up this committee, and needs players to sign up as well as sponsors and door prizes. Please contact him at 770-887-5041.

### **Old Business**

No old business was discussed

### **New Business**

No new business was discussed

### **Program**

Craig Hite of Georgia Transmission presented the program. He discussed the purpose of Georgia Transmission and how it relates to the 39 Georgia EMCs.

James Bray discussed briefly the UPC damage/fine structure.

### **April Meeting – Wednesday, April 16<sup>th</sup>**

James Bray, Chairman, adjourned the meeting at 12:50pm.



## **DUTIES OF THE TREASURER**

If your local committee collects dues payments, the treasurer is responsible for calculating, billing, tracking and recording the dues payments. If the local committee pays for the meals, the treasurer is responsible for payment of the meals. A checking account should be set up to allow tracking of deposits and payments.

If you have not set up your local committee as a non-profit organization, consider doing so. This requires you to set up an “Articles of Incorporation” and to register with the state of Georgia as a 501 C6 nonprofit corporation.

## **DUTIES OF THE REGIONAL REPRESENTATIVE**

The GUCC Board will recommend and elect Regional Representatives to share information related to the activities of the Organization on a regional basis. The Representatives will be elected from recommendation from members of participating utilities, contractors, and governmental organizations. The Regional Representatives will report to the GUCC Vice-Chair.

There are seven Regional Representatives, one each for the matching state DOT district offices. Any region may elect to have a Co-Regional Representative.

The main purpose of the Regional Representative is to provide feedback from the GUCC Board via the Vice-Chair, to the local committee members and to act as a liaison between the GUCC Board and the local committees.