

North Dakota One-Call Board of Directors Meeting

Meeting Date: August 11, 2011

The meeting was called to order by Chair Dale Robbins at 10:02 am in the Board Room of the North Dakota Association of Telephone/Rural Electric Cooperatives building at 3201 Nygren Drive, Mandan, ND.

Board Members Present:

Dale Robbins – Cable Television - Chair	Brenda Derrig – Cities over 5000 - Secretary
Dennis Kellar – Telecommunications – Vice-Chair	Mark Dougherty – Excavators
Don Frye – Cities Under 5000	Ron Ness - Electric

Board Members Absent:

Jerry Blomeke – Rural Water – Treasurer	Ed Williams – Gas/Pipelines
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Others Present:

Chad Olson – ND One Call Board Representative
Jim Holzer – One Call Concepts, Inc.

Minutes:

Roll Call:

Board members and others present are listed above.

Agenda:

The agenda for the meeting of the North Dakota One Call Board of Directors was presented. Mark Dougherty moved to approve the agenda as published. Dennis Kellar seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Approval of previous meeting minutes:

Minutes of the May 12, 2011 meeting were presented for review and comment to the Board of Directors. Ron Ness made a motion to approve the May 12, 2011 meeting minutes as amended and presented. Don Frye seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Recognition of New Board Member:

Chair Ron Ness welcomed the Board's newest member, Don Frye who will be representing the Cities Under 5000. Don is from Carrington and is Carrington's Mayor and is the Development Consultant for Ottertail Power Company.

Financial report:

Treasurer Jerry Blomeke sent the current financial statements for review prior to the meeting. The financial summary for January through July 2011 is as follows:

Total Income	\$67,612.91
Total Expenses	\$67,530.37
Net Income	\$82.54
Total Checking/Savings	\$264,234.18

Ron Ness stated that deposits are usually shown on the report. Dale Robbins stated that he has not received any checks, since becoming the chair. Ron Ness stated that he did receive some and forward them onto Jerry Blomeke. Ron Ness moved to accept the financial report as presented. Don Frye seconded the motion. There being no further discussion the motion was called. Ayes all, the motion was approved.

Approve Bills:

Chad Olson offered the current advertising expenses for payment which include the months of April, May, and June. Don Frye made a motion to approve payment of the advertising expenses as presented. Motion was seconded by Mark Dougherty. Ron Ness asked if the booth fee will be refunded from the ND State Fair and Chad Olson stated that it will. There was discussion on the procedure of paying the bills. Chad stated that he sends bills directly to Jerry Blomeke. Chair Dale Robbins stated that we can continue with the same procedure as before. There being no further discussion the motion was called. Ayes all, motion was approved.

Center Operations Report:

Center Operations:

Call center activity was as follows:

April – June 2011	2010	2011	Total	% Change
Incoming Tickets	44,056	45,876	1,820	4.1
Outgoing Tickets	232,654	243,461	10,807	46.5

The incoming tickets represented above were split as follows:

Operators Calls	17%
Excavator Calls	65%
Other Calls	18%

Types of locate requests were as follows for the second quarter of 2011:

April – June 2011	% Total 2010	% Total 2011
Routine	86.8 %	77.1 %
Emergency	2.1 %	3.5 %
Update	11.1 %	19.4 %

Methods used to request locates were as follows for the second quarter of 2011:

Call Method	Number	% of Total
Fax	3,085	6.7%
ITIC	13,867	30.2%
Operator Ticket	28,924	63.1%
Total Tickets	45,876	

Hold times for the second quarter averaged 36 seconds and processing times averaged 7.7 minutes. Jim Holzer stated that the increase of hold time was related to the loss of Gopher Once Call. That reduced the number of backup people they had.

Advertising Report:

As of May 9, 2011 the NDOC advertising expenditures are as follows:

Budget Items	Total to Date	Budget
Promotional Items	\$16,571.02	\$18,000.00
Magazine & Other Print	\$3,245.19	\$8,000.00
Trade Shows	\$3,530.00	\$8,000.00
Radio-Billboard-TV Advertising	\$49,378.29	\$76,000.00
Total of Items to Date	\$72,724.50	\$110,000.00

Chad Olson stated that he still needs to receive the invoice for the 2011-2012 Handbooks. Chad stated that he received a budget proposal for 2012 from Results Unlimited which was much more than 2011. They stated that this will provide more coverage. Chad stated that he currently uses Results Unlimited for his radio advertisements and they offer a bundled package where they deal with all the individual stations. Ron Ness asked

if there were other companies that bundled advertisement. Jim Holzer stated that he would check with OCC's advertising company to see if they offer bundle advertisement.

Pipeline Safety Grant Update:

Chad Olson visited with Pat Fahn at the PSC. The billboards funded by the PHMSA grant are up and will stay up for approximately one month at the following locations:

Beulah	Bismack	Bowman
Carrington	Devils Lake	Dickinson
Grand Forks (2)	Jamestown	Mandan
Valley City	Wahpeton	

The signs will remain up longer if another sign isn't scheduled to be placed at that site.

Damage Prevention Presentations/Exhibit/Meeting Updates:

Chad Olson provided an updated schedule for his 2011/2012 meetings and exhibits. The ND Pipeline Association is still setting up their meeting schedule and there are a couple of Home Shows yet to be added to this schedule. Chad will set up ITIC training sessions prior to all the Damage Prevention Dinners.

PSC Enforcement Case File Update:

Chad related that there is one open case, case number PU-10-649. The contractor was to have responded by July but had not done so as to date. The PSC will address this at their next meeting.

Old Business:

2011 Technology Meeting

The 2011 OCC Technology Meeting will be held at the Ameristar Resort and Casino in St. Charles, MO on October 25-26, 2011. Topics will include electronic white lining program being done in New Jersey; discussion of improving the base maps; two round tables; and an Iowa board Member discussing their design locate request system. Jim stated that the format is moving from being technical to adding more Board related issues. Don Frye state that he would like to go and it was agreed that he will be the paid Board Member by OCC. It was also discussed that we have the funding to send another Board Member. Everyone was going to check their schedule to see if another Board Member was available to go.

NDOC Website Maintenance Proposal

Jim Holzer stated that Rob Olson has been designated to update the website. The dashboards will be posted monthly instead of quarterly as they had been in the past. It will also be expanded to add some of the information that we get on our spreadsheets. The Board felt that the website updating was better.

2011 Land Base Update

OCC is updating the base map in house. They are adding new streets and features by using a technique utilized by another one-call center. The best sources for information have been Bing and Google. Ron Ness asked Jim Holzer if they are still using Fargo's and Cass County's base map. Jim stated that there are moving to this new technique using incremental updates.

Perpetual Locate Request Update

Dennis Kellar stated that he did some investigation on the perpetual locate related to the pads in the oil patch. He found that to try and clear a pad for the entire process would be difficult. There are many contractors throughout the process and everything is changing so quickly that you cannot clear a pad for the entire timeframe. There may be some issues with all the locate requests needed to be called in by the separate contractors, but it is the best way to be handle this at this time.

Imperial Valley Water & Palmer Trailer Court Enforcement:

Mark Dougherty stated that Imperial Valley is a housing development that has its own sewer and water. If the utilities are on private property that he owns then it would be termed private utilities. If the roadway is public right of way then he would need to belong to the one call. Mark will do some more research and get back to us at the next meeting. Some of his complaint is regarding receiving locates that are not near this development. OCC has spent much time going through the locate requests and reducing the charges to Imperial Valley to only locates in the development area.

2012 NDOC Notification Center RFP:

Brenda Derrig updated the Board with a draft copy of the RFP. The Board reviewed the proposed timeline of the RFP. The timeline would require the Board to move up the February meeting. Don Frye made a motion to move the February 9, 2012 meeting to February 2, 2012. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved. Dennis Kellar made a motion to approve the RFP schedule. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved. Brenda will email out the final version of the RFP for approval. The Board discussed how to advertise for the RFP. It could be placed in the Forum or possibly Underground Focus. We can email it directly out to companies that we know are interested and then advertise also.

Action Items Review:

Actions items have been completed.

Jim Holzer – Cost of adding phone numbers to excavation tickets – There will be a cost to include this. You can get the number from OCC if you call them. The Board tabled this until the RFP process is complete.

Dale – OCC procedure for collections- OCC will call twice. If this does not result in payment they will follow with a certified letter. If there is still no response, it will go to small claims court or a collection agency. Mark Dougherty asked if there was a list of those not paying and if we could get a copy of it, with the thought that we could help if some of the people are in our perspective areas.

New Business:

Affected Operators, Ticket Phone Number Publishing:
Covered in phone call with Jim Holzer in Old Business

August 10 Action Items:

Chad Olson:

- Check on meeting room availability for February 2, 2012.

Brenda Derrig:

- Complete notification center RFP.

Jerry Blomeke:

- Check on Bank Fees.
- Schedule Audit.

Jim Holzer:

- Report on hang-ups.
- Account receivable report.
- Check on advertising options.

Dale Robbins:

- Check on advertising options.

Upcoming Meetings:

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
November 10, 2011	10:00 AM	Regular	NDAREC Board Room
February 2, 2012	10:00 AM	Regular	NDAREC Board Room
May 10, 2012	10:00 AM	Annual	NDAREC Board Room

There being no further business to come before the board the meeting was adjourned.

Submitted by:

Brenda Derrig, Secretary

Dale Robbins, Chairman

Signature: Brenda Derrig

Signature: Dale Robbins

Date: 11-1-11

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