North Dakota One-Call
Board of Directors Meeting

Meeting Date: February 13, 2014

The meeting was called to order by Chair Dale Robbins at 10:00 am at the NDARC Board Room at 3201 Nygren Drive Northwest, Mandan, ND.

Board Members Present:
Dale Robbins – Cable Television – Chair
Don Frye – Cities under 5000 – Vice-Chair
Brooks Goodall – Telecommunications
Brenda Derrig – Cities over 5000 – Secretary
Jerry Blomeke – Rural Water – Treasurer
Brooks Goodall – Telecommunications
Mike Schoepp – Gas/Pipelines
Mark Dougherty – Excavators
Ron Ness – Electric

Board Members Absent:

Others Present:
Ryan Schmaltz – New ND One Call Board Representative
Jim Holzer – One Call Concept
Connie Schmidt – Iowa Center Manager

Minutes:

Roll Call:
Introductions were made; board members and others present are listed above.

Agenda:
Ron requested to add an item for the update of CGA item 8.e. The agenda for the meeting of the North Dakota One Call Board of Directors was presented and approved as amended. Don Frye moved to approve the agenda. Ron Ness seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Approval of previous meeting minutes:
Minutes of the November 14, 2013 meeting were presented for review and comment to the Board of Directors. Don Frye moved to approve the November 14, 2013 meeting minutes. Ron Ness seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Financial report:
The financial summary for January through December 2013 was submitted as follows:

Total Income	$ 269,621.40
Total Expenses	$ 179,253.69
Net Income	$ 90,367.71
Total Checking/Savings	$ 468,080.67

Mark Dougherty moved to accept the financial report as presented. Don Frye seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

Approve Bills:
Chad Olson presented the current advertising expenses for payment which include the months of October, November, and December. Ron Ness moved to approve payment of advertising expenses as presented. Motion was seconded by Mike Schoepp. 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:

January – December	2012	2013	% Increase
Incoming Tickets	202,810	210,325	3.7
Outgoing Tickets	1,155,352	1,186,037	2.7

The incoming tickets represented above for 2013 were split as follows:

Operators Calls	12%
Excavator Calls	80%
Homeowner Calls	8%

Types of locate requests were as follows for 2013:

January – December 2013	% Total 2013
Routine	74%
Emergency	2%
Respot	12.6%
Modify	11%
Meets	.4%

Hold times for 2013 averaged 52 seconds and processing times averaged 7 minutes.

Advertising Report:
The 2013 NDOC advertising expenditures are as follows:

Budget Items	Total Year-End	Budget
Promotional Items	$26,276.67	$25,000.00
Magazine & Other Print	$21,368.98	$13,000.00
Website	$0	$5,000.00
Trade Shows	$7,098.26	$8,000.00
Radio-Billboard-TV Advertising	$96,783.83	$100,000.00
Total of Items to Date	$151,527.74	$151,000.00

The 2013 NDOC Radio-Billboard-TV advertising expenditures are as follows:

January – May 2013	Total 2013
Radio	$38,136.83
Billboard	$16,500.00
TV	$42,147.00

2013 Advertising Update:
Ryan has been updating the ads that Chad had been using.

Damage Prevention Updates:

Damage Prevention Dinners:
Meetings are going well. All are scheduled with the exception of Fargo. Ryan I looking to incorporate the turn point software into his presentation. He was able to see how it was used at the pipeline meeting. The Dinner bills being submitted are $500. Jerry stated that he has been paying $500. He thought he was paying after the dinner.

Payment of Excavator's Invoice:
Jim stated that they are still having issues with contractors not paying their bills. He would like to try the following:

- Require and email address.
- Redo wording to stat that they need a billing address.
- Start filing complaints with the PSC.

These are not large bills but it is not fair to those that are paying. The Board was in favor of the above procedure.

Update:
Jim is going to allow responsible contractors to enter their Emergency Request through ITIC.
They also did an e-shout to the removal of Fax-A-Locate to let everyone know it is coming and they did one to try and increase the number of participants in positive response. The majority of the Fax-A-Locate had email addresses so they reached the majority of them and those that did not they called.

PSC Enforcement Case File Update:
The Board reviewed the updated list. Dale will add them to the list to invite for the next meeting.

Facility Operators Disappearing:
Time to time the Center has operators that disappear. O-Ryan Oil and Gas has not responded since April 11, 2012. They are not receiving tickets or paying their bills. They are still listed on the tickets as a utility with facility in the area. Mark Dougherty asked if they would be listed with the Secretary of State. Typically if the pipeline is sold than the Center would contact the new owners. We need to check with the Pipe Line Commission to see if they exist and also check with Secretary of State in North Dakota and South Dakota to see if they still exist. Ron Ness had also received notice that Sampson Resources had transferred some of their services. He forwarded these to Jim.

Base Map Update:
They are working towards a full update to the basemap. Goal is to have it released by April 1st. The electronic review process is much quicker and easier than the old paper process.

Operations Facility moving to Iowa:
Everything went smooth with the operations moving to Iowa. Board Members did not receive any negative feedback.

Itic:
Connie recommended producing a web promotion report. Shows how many tickets would be good and bad tickets. They can assess what is making a bad ticket and Ryan can do a webinar to assist the companies to help them correct the problems. They have been able to move 8 companies out of in review status since starting this procedure. There can be separate accounts for same email address with different logins. Ryan has been offering webinars and it seems to be working well. He has been able to reach out to many different users and cater it to more advanced users. John Erdley is assisting with the webinars.

CGA Update:
There was a meeting in Fargo yesterday. 10 people were in attendance. There were quite a few names missing from their email list for notification. Kevin Archer did give Ron a name to send contact information to add to the list. Jim stated that we could add the meeting schedule to facebook and our website. There was good discussion on the new laws. Some didn't realize that positive response was not required. The CGA would like to help with the Booth at the State Fair. Their next meeting is May 6th at 1pm.

There was an error in the Handbook regarding the fine amount. On page 41 it states that it is $5,000 and it should be $25,000. Ryan was wondering if the Board wanted to reprint it. It cost $7,078 for printing. The books are printed every other year and we just printed them late last year. There was discussion on adding a bookmark/sticker to change it. You can possibly print a sheet to add to the book. The Board was in favor of adding a sticker to the book.

Pipeline Safety Grant:
PSC will be at the next meeting and will update the Board.

Design Locates:
Ryan was visiting with the City of Bismarck regarding design locates. Some consultants are not accepting maps and want actual locates. A few years back three Board Members were on a Committee working towards a Design Locate. The group moving it forward did not continue with it.

Ticket Credit:
We receive $50,000-$60,000 credit for ITIC and will receive $214,000 credit for excess tickets. There are a number of people not using EI Robot (Automated Outcalling). Jim stated the Board could look at offering that to everyone. Jim could work up a proposal on what that would be. He figures that we have about 26,000 to 27,000 tickets not using this service. The Board is reviewing options for reducing the tickets prices and/or offering new services.

Game Sponsorship:
Red Hawks reached out to Ryan since the ND One Call had sponsored a game last year. Last year we did it with the 811 Bike coming to North Dakota. The Board directed Ryan to research the cost and also look into other athletic events in western North Dakota that ND One Call could sponsor.

Dakota Gasification request:
Dakota Gasification asked if they could be exempt from locates on their private property. They own a very large tract of land and own and maintain everything within the facility. They are asking to be exempt from calling in locates and locating within their private property. We the Board cannot exempt them from calling in, but they could take their utilities off of the map.

Old Business:
November 14th Action Items:
Jim Holzer

- Started advertising that NDOC will no longer use FAX for communication.
- Reviewed the rules for ITIC review.
- In process of creating an ITIC Sticker.

Mark Dougherty and Mike Schoepp

- There is a shortened version of the damage form with the PSC, it is now 2 pages. Mark would like to see it state complaint form as it can be used for more than damage. The new form is on the website.

Jerry

- Audit is underway.

All remaining actions items from November 14, 2013 have been completed.

New Business:
2014 Officer Nominating Committee:
Chair Dale Robbins appointed Mike Schoepp and Don Frye to head up the officer nominating committee. Ron Ness, representing Electric and Jerry Blomeke, representing Rural Water terms are up this year.

MidCo:
Ryan stated that he will be attending the Prebid meeting with MidContinent in Dickinson to educate the attendees of the ND One Call Legislation. If Board Members are aware of any other large project, please let Ryan know and he will reach out to the contractor.

OCC Contract Negotiations:
The Board had discussion on whether to extend OCC contract or what available companies would respond if an RFP was sent out. Mark Dougherty moved to extend the OCC Contract with Brooks Goodall seconding the motion. Following discussion regarding the need of OCC to make a proposal and then the Board voting, Mark amended his motion to move forward with a possible extension of OCC's contract and request a contract extension proposal. Brooks second the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

Xcel Private Utility Question:
The Board had discussion on where electric companies determine what is private and what is owned by the utility company. There are differentiations with each electric company on the definition of what is private and owned by the utility. There were questions on whether everyone had the exact information on the situation to make sure the same situations were being compared.

Pipeline Crossing Rules:
Brooks Goodall discussed the inconsistencies of crossing pipelines and that it becomes confusing. Mike Schoepp stated that each company has its own policy. There is no law that standardizes the crossing of pipelines.

February 13th Action Items:
Ryan

- Check with pipeline commission to see if O-Ryan Oil and Gas still exists. Possibly check with Secretary of State in ND and SD to see if they are still incorporated.
- Check on the possibility of a sticker to be used to make a correction in the handbook on page 41.
- Check into details and cost of sponsoring another Fargo Red Hawks Game.

Dale Robbins

- Email PSC members about the potential of attending future meetings.

Connie Schmidt

- Report back on who uses Emergency I Robot.

Don Frye and Mike Schoepp

- Officer Nominating Committee.

Upcoming Meetings:

Date	Time	Type	Location
May 8, 2014	10:00 AM	Annual	NDAREC Board Room
August 14, 2014	10:00 AM	Regular	NDAREC Board Room
November 13, 2014	10:00 AM	Regular	NDAREC Board Room
February 12, 2015	10:00 AM	Regular	NDAREC Board Room

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

Submitted by:
Brenda Derrig, Secretary

Signature: B h D

Date: 5/8/14

Dale Robbins, Chairman

Signature: Dale Robbins

Date: May 8 2014