

# **North Dakota One-Call Board of Directors Meeting**

**Meeting Date: May 9, 2013**

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

Ron Ness - Electric  
Mike Scheopp – Gas/Pipelines  
Mark Dougherty – Excavators  
Jerry Blomeke – Rural Water – Treasurer

## **Board Members Absent:**

Brooks Goodall – Telecommunications

## **Others Present:**

Chad Olson – ND One Call Board Representative  
Aaron Morman – PSC

Jim Holzer – One Call Concept

## **Minutes:**

### **Roll Call:**

Introductions were made; 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 and approved.

### **Approval of previous meeting minutes:**

Minutes of the February 14, 2013 meeting were presented for review and comment to the Board of Directors. Mark Dougherty moved to approve the February 14, 2013 meeting minutes. Jerry Blomeke seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

### **Financial report:**

The financial summary for January through March 2013 was submitted as follows:

Total Income	\$ 235,726.96
Total Expenses	\$ 25,597.12
Net Income	\$ 210,129.84
Total Checking/Savings	\$ 587,842.80

Mark Dougherty moved to accept the financial report as presented. Ron Ness 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 January, February, and March. Jerry Blomeke moved to approve payment of advertising expenses as presented. Motion was seconded by Don Frye. There being no further discussion the motion was called. Ayes all, motion was approved.

### **2013 Board Officer Nominations:**

Don Frye and Mark Dougherty the volunteer nomination committee presented the following nominations for officer positions of the ND One Call Board of Directors for 2013:

Chair – Dale Robbins  
 Vice Chair – Donald Frye  
 Treasurer – Jerry Blomeke  
 Secretary – Brenda Derrig

Mark Dougherty and Mile Schoepp will continue on the Board. Don Frye noted the appreciation of the Board to Chair Dale Robbins for the work he does and assembling and distributing the packets timely. Mark Dougherty moved to approve the 2013 ND Once Call Board Nominations as recommended by the nominating committee. 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:

<b>January – March</b>	<b>2012</b>	<b>2013</b>	<b>% Increase</b>
Incoming Tickets	23,333	20,533	-12%
Outgoing Tickets	141,244	135,594	-4%

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

Operators Calls	11%
Excavator Calls	87%
Homeowner Calls	2%

Types of locate requests were as follows for 2013:

<b>January – March 2013</b>	<b>% Total 2013</b>
Routine	49%
Emergency	4%
Update	46%

Hold times for 2013 averaged 50 seconds and processing times averaged 6.1 minutes.

There was discussion on the ITIC late polygons. Cass County Electric Coop stated that some polygons are up to a mile off of the actual location. Jim Holzer stated that requesters are not reviewing the polygon. He stated that they will put all ITIC Late requests into review so they can try and pinpoint the problem.

#### Advertising Report:

The 2013 NDOC advertising expenditures are as follows:

<b>Budget Items</b>	<b>Total Year-End</b>	<b>Budget</b>
Promotional Items	\$13,525.85	\$25,000.00
Magazine & Other Print	\$4,549.69	\$13,000.00
Website	\$0	\$5,000.00
Trade Shows	\$2,455.00	\$8,000.00
Radio-Billboard-TV Advertising	\$24,189.80	\$94,000.00
Total of Items to Date	\$44,720.34	\$140,000.00

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

<b>January – May 2013</b>	<b>Total 2013</b>
Radio	\$7,303.80
Billboard	\$8,250.00
TV	\$8,636.00



#### 2013 Advertising Update:

Chad Olson stated that the Handbook has increased from 64 pages to 80 pages. It will be \$6,425.30 for the new books. The only color will be on the front, back, color codes, and index tabs.

#### Damage Prevention Updates:

##### New One-Call Legislations:

There was discussion to get information out to the Contractors to let them know that the new legislation will go into effect in August. Jim Holzer stated that they could do shouts out to all the utility companies and contractors. They could do multiple shouts until August 1<sup>st</sup>. He stated that there are contractors that think that the legislations have already gone into effect and they are informing them that it will not until August. Jim will put something together and send it out to the Board for review.

##### Handbook Review:

Ron had a few comments on the review of the handbook that he forward on to Chad.

##### Damage Prevention Dinners:

Chad stated that he had good participation at all the Dinners. He gave tablets away for prizes at the dinners. They cost approximately \$200 plus tax. The dinners at Beulah and Killdeer had clickers for the attendees to use to register their answers during the presentation that would provided by the ND Pipeline Association. They would ask the same questions before and after and compare the number of correct answers. Chad researched purchasing the clickers to use at the meetings next year as they only have 120 clickers. The Board directed Chad to research purchasing 120 clickers to use in conjunction with the ND Pipeline Associations for the larger meetings.

##### PSC Enforcement Case File Update:

Aaron Morman reported an update to the complaints on file with the PSC. The PSC is discussing procedurally how to get cases turned around in 30-60 days. Currently they are taking about a year to process.

##### 2013 Pipeline Safety Grant Update:

Aaron Morman reported that the PSC has received the grant and are currently reviewing it. They will return a revised summary for approval.

##### ND CGA Meeting Updates:

Chad Olson updated the Board on ND CGA activities. They are doing some brochures and banners for us to use at dinners. Discussed setting up the website and getting the minutes on it. The next meeting will be August 15<sup>th</sup> in Minot. They are having a hard time getting contractors involved. Membership is \$250 for a company.

#### Old Business:

##### February 14<sup>th</sup> Action Items:

- Chad Olson worked with Brooks Goodall in scheduling the Board oil tour for August 6, 7, and 8. He also worked with Jim on placing the 2013 reduced ticket pricing notification on the NDOC website and provided a bill stuffer and also scheduled the OCC tour in Mendota Heights.
- Jim Holzer:
  - Implemented the meet ticket.
  - Has not forward on formal complaints with the PSC on individual excavators refusing to pay. He will do this if the Board directs him.
  - Discussed national CGA Membership. At this time the Board will not be joining.
  - Jim stated that he has contacts that are will to visit with us about what other states are doing when fines are not being paid.

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

#### Legislative Issues/Concerns:

Jim stated that they are looking into putting a link on the ITIC that would allow you to place an attachment drawing for the utility to review. They would send out an email explaining that this is in addition to what was required previously. There may be a need to put everyone into review for a time once it is implemented. Mark was wondering if those calling in tickets could possibly get a copy of the ticket with the utility contacts on it so they could forward the map to those utilities. This is possible. The link for the map is related to HB1359. The Board is supportive of this process.

#### New Business:

##### 2012 Audit Review:

Jerry Blomeke presented the 2012 Audit Review. Don Frye made a motion to approve the 2012 Audit Review. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved. Jerry also requested to purchase an updated version of QuickBooks. The Board supported this. Jerry stated that with the balance we have on our money market account we could move \$150,000 into a CD. Don Frye made a motion to approve the purchase of a \$150,000 CD. The motion was seconded by Mark Dougherty. There being no further discussion the motion was called. Ayes all, motion was approved.

##### Directors and Officers Insurance:

Jerry Blomeke stated that he completed the renewal of the insurance for the ND One Call Board Officers and Directors which increased about \$200 to \$2,200.

##### North Dakota Once Call Policy 2004-01 Travel Policy:

In 2004 the Board approved a policy for travel reimbursement. Jerry submitted an amendment to the travel expense policy. This includes the ability for travel reimbursement for documented costs above mileage. Jerry Blomeke made a motion to approve this policy change. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

##### North Dakota Website Update:

Mark Dougherty provided the Board with screen shots of the website and notes for discrepancies. The new legislation should be added to "What's new and training center". The Board walked through the website and made comments on what they like and changes they would like to see. Jim Holzer stated that ticket check is like a positive response. At the end of the statutory period requestor would get an email of who has responded. Search and status link could be added.

##### May 9<sup>th</sup> Action Items:

###### Chad Olson:

- Research the purchase of clickers to be used at Damage Prevention Dinners.

###### Jim Holzer:

- Compile a list of Fax A Locate users to start addressing the removal of that option.
- Send out an email to contractors informing them that the new laws do not go into effect until August 1<sup>st</sup>.

###### Dale Robbins:

- Review pages 18-19-24 in handbook.
- Sign November 2012 and February 2013 minutes.

###### Brenda Derrig:

- Sign November 2012 and February 2013 minutes.

Jim Holzer stated that their annual technical user's meeting is September 24, 25, and 26 in New Orleans. They will pay for one Board member to attend. They are working on a method to retransmit, cancel, and update a ticket by phone. The phone application for creating a ticket request should be delivered midyear.

**Upcoming Meetings:**

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
August 8, 2013	10:00 AM	Regular	Parshall, ND
November 14, 2013	10:00 AM	Regular	NDAREC Board Room
February 13, 2014	10:00 AM	Regular	NDAREC Board Room
May 8, 2014	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

Dale Robbins, Chairman

Signature: B. Derrig

Signature: Dale Robbins

Date: 8-8-13

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