

North Dakota One-Call Board of Directors Meeting

Meeting Date: May 12, 2016

The meeting was called to order by Chair Don Frye at 10:00 am at the NDARC Board Room, 3201 Nygren Dr. NW, Mandan, ND.

Board Members Present:

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

Board Members Absent: None

Others Present:

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative	
Connie Schmidt - One Call Concepts	Frank Planton - One Call Concepts
Susan Lynch - One Call Concepts	Dan Florenza - One Call Concepts
Kevin Archer – Whiting Oil –NDCG President	Dina Edwards – NCC – NDCG Finance
Carlee Mcleod ND Common Ground Alliance	Victor Schock - ND PSC
John Schuh – ND PSC	Julie Prescott – ND PSC
Dinah Roberson – AGC of ND/Accounting Rep	

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. Mark Dougherty moved to approve the agenda. Dale Robbins seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Minutes:

Approval of previous meeting minutes:

Minutes of the February 11, 2016 meeting were presented for review and comment to the Board of Directors. Brenda Derrig moved to approve the minutes as submitted. Mike Schoepp seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Election of Officers:

Mark Presented the memo and recommendation of officers as noted below:

Chair	Don Frye representing Cities under 5,000 population
Vice- Chair	Dale Robins representing Cable Television
Secretary	Brenda Derrig representing Cities over 5,000 population
Treasurer	Mike Schoepp representing Gas & Oil

Mark Dougherty moved to accept the officer nominations as presented. 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 April 2016 was submitted as follows:

Total Income	\$269,111.00
Total Expenses	\$ 45,079.77
Net Income	\$225,339.28
Total Checking/Savings	\$897,124.62

Dale Robbins moved to accept the financial report as presented. Mike Schoepp seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

Audit Report:

Audit report for the year 2015 was presented to the board.

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

Approve Bills:

Ryan Schmaltz presented the current advertising expenses for payment which include the months of January, February, and March as well as the truck expenses for the same period. Ron Ness moved to approve payment of advertising expenses as presented. Motion was seconded by Dale Robbins. There being no further discussion the motion was called. Ayes all, motion was approved.

NDCGA – Summit Report

Kevin Archer thanked the board for the \$20,000.00 sponsorship. He also presented a financial summary report detailing expenditures as requested. The summit had a net profit of \$12,946.96 and was well attended with a count of 253. They would like to do the summit annually and are looking at different locations throughout the state. There was discussion as to what to do with the excess funds. Jerry Blomeke moved that \$5,000.00 be used for sponsorship for 2016; leave the other \$15,000.00 to be used as sponsorship over the next 3 years. Brooks Goodall seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved. Mark Dougherty noted that ND One Call will remain a Foundation Sponsor for the next 3 years. Ayes all.

PSC –report:

Victor Schock reported in 2016 there were 3 new cases, 19 closed cases leaving 37 open (20 of them are the unpaid NDOC bills) and \$23,400 in penalties collected. As compared to 2015 in which there were 41 cases and \$32,000.00 collected in penalties. Since the start a total of \$110,000 has been collected for a total of 147 cases. The update on the delinquent bills, they sent letters out which did clean up some of the invoices and now they are waiting on direction from Brian Kalk as to how to move forward.

Center Operations Report:

Call center activity was as follows:

January – April	2015	2016	% Increase
Incoming Tickets	47,197	34,260	-2.74%
Outgoing Tickets	302,476	190,337	-0.371%

The incoming tickets represented above for 2016 were split as follows:

Operators Calls	11.23%
Excavator Calls	81.32%
Homeowner Calls	7.46%

Types of locate requests were as follows for 2016:

January – April 2016	% Total 2016
Routine	83.2%
Modify	3.7%
Respot	9.7%
Emergency	3.0%
Meets	.4%

Connie reported the average Incoming tickets are down 37% from last year but up from two years ago. ITIC use through April is at 70%.

Don Frye shared an e-mail from USDA Wildlife Services requesting to pay by VISA credit card. OCC will look into adding VISA and making the change on the bills.

OCC received a call from the USAF regarding an invoice they received they stated it had to be in Federal Law in order to pay the invoice. They is not questioning his operator costs but questioning excavation law. Ryan will check into the amount of the invoice before Brooks Goodall checks with his contacts to discuss the issue.

Advertising Report:

The 2016 NDOC advertising expenditures as of May 12, 2016 are as follows:

Budget Items	Total To Date	Budget
Promotional Items	\$ 25,537.70	\$ 50,000.00
Magazine & Other Print	\$ 5,068.68	\$ 11,000.00
Website	\$ 0.00	\$ 6,000.00
Trade Shows	\$ 5,370.00	\$ 18,000.00
Radio-Billboard-TV Advertising	\$ 1,836.00	\$145,00.00
Total of Items to Date	\$ 37,812.38	\$230,000.00

The 2016 NDOC Radio-Billboard-TV advertising expenditures are as follows:

January – May	Total 2016
Radio	\$1,326.00
Billboard	\$ 0.00
TV	\$ 239.84
Movie Theater	\$ 0.00
NDOC Vehicle	\$ 270.16

OCC (Ryan Schmaltz) Advertising Report:

- 1) UND Hockey – March 2016 - Hats & Scarfs cost \$7,000.00 sponsorship cost \$5,000.00 = \$12,000.00. Dale Robbins moved to authorize Ryan to commit to a sponsorship in 2017. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved. Ryan will look into sponsorship at NDSU football or basketball as well.
- 2) Red River Valley Fair – Ryan was contacted to do a booth or day sponsorship 7-17-16 \$2,500.00 per day. Or another option would be a grand stand billboard size of 48 x14 for \$2,500.00 the sign will stay up for most of the year, 6 days state fair, 13 races, 5 k run & Farm Show. Ryan will look into the options and get back to the board.
- 3) The meeting in Williston was very productive the state fair was discussed. Ron Ness suggested we add a link to the NDCGA on our website.
- 4) Excavator/Digger dinners are finished for this year attendance has been down. Seems like the breakfasts are more popular than dinners. Ryan would like to dictate as to when & where to get the digger dinners complete in 1 to 2 weeks.
- 5) Fall Tech Conference – Scheduled for October 11-13, 2016 – Boston – Attendees need to be decided at the

August meeting.

Old Business:

- a) **Budget Surplus:** Don Frye, Mike Schoepp and Mark Dougherty met on 05/03/2016 to look at the budget surplus. The recommendation is to wait until the end of the year as ticket numbers are down. Also talked about setting up some written policies as to how to deal with funds.
- b) **Truck report:** Ryan presented the Truck Expense report for the period of January to March 2016 to the board NDOC owes OCC \$270.16. Don Fry brought up the wrap on the truck, the truck needs to be taken care of there are areas on the truck that are in need of repair or replacement. Ryan will look into a new company to get the truck redone. Mark Dougherty moved to authorize Ryan to get a full wrap on the pickup. Brenda Derring seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.
- c) **National CGA Conference – Las Vegas March 8-10, 2016:** Ron distributed a report outlining the sessions he attended and commented that it was well attended and a great conference. The conference will be held in Orlando, Florida on March 14-16, 2017.
- d) **Other:**

New Business:

- a) **Audit for 2016:** See above –Financial Report
- b) **Legislative Update:** Ron Ness reported the Economic Impact Interim Committee has accepted the Stakeholders group's bill draft. Ron Ness proposed the Board attempt to make some changes to the One Call bill draft to clarify a number of grammatical and consistency errors he feels exist in the statute and asked that the Board propose some additional change (i.e. remove landscaping for exemptions and change 21 days a ticket is valid to 14 days. Mark Dougherty pointed out the Board has agreed to a policy of not getting involved in the legislative process and if Board members have a desire for change they should work through their respective industry group. Ron Ness stated he thought the Stakeholders group would have more time and didn't realize the last meeting was the end. Carlee McLeod offered that the Stakeholders group could meet again before the legislative session and offer some amendments to the bill draft during the session. Ron Ness agreed that would be a good idea and he could bring his proposal to that group.
- c) **Expense Policy:** A committee comprised of Don Fry, Mike Schoepp and Jerry Blomeke was formed to work on the new financial policies and deal with the budget surplus issues.
- d) **Fraud Case Report:** Connie, Ryan & Don - Fraud Case – Ryan informed the board of his investigation of a possible ticket fraud case. He will report back to the board on his findings.
- e) **Action Items:**

May 12, 2016:

- Look into RRVF
- UND Hockey Book
- Truck Wrap
- NDSU Sponsorship
- State Fair
- Expense Policy
- OGA – user Group Meeting
- OCC will look into setting up VISA Cards and changing wording on Invoice.
- Ryan to look into amount of Air force Invoice prior to Brooks reaching out to his contact.


Don Frye thanked Dan Florenza (OCC) for coming to the meeting today.

Upcoming Meetings:


<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
August 11, 2016	10:00 AM	Regular	NDAREC Board Room
November 10, 2016	10:00 AM	Regular	NDAREC Board Room
February 9, 2017	10:00 AM	Regular	NDAREC Board Room

There being no further business to come before the board Jerry Blomeke made a motion to adjourn Dale Robbins seconded the meeting was adjourned at 1:20PM.

Submitted by:
Brenda Derrig, Secretary

Signature: 
Date: 8-11-16

Don Frye, Chairman

Signature: 
Date: 8-11-16

Legislative Update Discussion: Ron Ness reported the Economic Impact Interim Committee has accepted the Stakeholders group's bill draft. Ron Ness proposed the Board attempt to make some changes to the One Call bill draft to clarify a number of grammatical and consistency errors he feels exist in the statute and asked that the Board propose some additional change (i.e. remove landscaping for exemptions and change 21 days a ticket is valid to 14 days. Mark Dougherty pointed out the Board has agreed to a policy of not getting involved in the legislative process and if Board members have a desire for change they should work through their respective industry group. Ron Ness stated he thought the Stakeholders group would have more time and didn't realize the last meeting was the end. Carlee McLeod offered that the Stakeholders group could meet again before the legislative session and offer some amendments to the bill draft during the session. Ron Ness agreed that would be a good idea and he could bring his proposal to that group.