

North Dakota One-Call Board of Directors Meeting

Meeting Date: November 9, 2017

The meeting was called to order by Don Frye at 10:00 am at the Capital Electric Co-Op Board Room, 4111 State Street, Bismarck, ND.

Board Members Present:

Don Frye – Cities under 5000
Brooks Goodall – Telecommunications
Mark Dougherty – Excavators
Dale Robbins – Cable Television

Mike Schoepp – Gas/Pipelines
Jerry Blomeke - Rural Water
Brenda Derrig – Cities over 5000
Richard Brieley – Oil/Gathering

Board Members Absent: Ron Ness - Electric

Others Present:

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative
Frank Planton - One Call Concepts Connie Schmidt - One Call Concepts (Via phone)
Victor Schock - ND PSC Brian Kroshus – ND PSC
Dinah Roberson – AGC of ND Don Johnson - WPI Energy
Tina Beach – CHS

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. Dale Robbins moved to approve the agenda. Brenda Derrig 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 August 11, 2017 meeting were presented for review and comment to the Board of Directors. Jerry Blomeke moved to approve the minutes as submitted. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Financial report:

The financial summary for January through September, 2017 was submitted as follows:

Total Income	\$58,989.66
Total Expenses	\$207,211.08
Net Income	(\$148,221.42)
Total Checking/Savings	\$574,313.05

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

Board discussed the financial situation, looking at how much funding to keep in reserves. It was discussed earlier to have two years of operating funding in reserve. Don will add this topic to the agenda for discussion at the next meeting.

Approve Bills:

Ryan Schmaltz presented the current truck expenses and advertising expenses for payment which include the months of June, July and August. Dale Robbins moved to approve payment of expenses as presented. Motion was seconded by Brooks Goodall. There being no further discussion the motion was called. Ayes all, motion was approved.

NDCGA:

- a.) **Summit:** Rich reported he has been appointed the chairman of the summit this year. He shared some materials with the board that are complete and stated things are going very well. Corrine with OCC has been a big help getting the materials out to the vendors and sponsor registrations. Registration forms were finalized last week. Rich presented a list of the classes that will be offered. One of the main speakers will be JJ Harrison; part of his training is bullying in schools. We have also enlisted him to speak at some of the schools in Bismarck. They are going to have the Locator & Excavator Rodeo. The training list will include OSHA 10, Trench safety, locator training and more. The 2017 summit will be held January 31, 2018 through February 1, 2018. Kevin and Ryan will be working on the class schedule. They are working on checking with all the trainers to confirm. Schedule is complete they just need to send it off to OCC creative and it will be ready to go. Ryan asked if anyone would be willing to share e-mails. Mark suggested sending the e-shots via AGC. Brooks offered to send it out to his group as well. Don suggested sending the information to Blake at the league of cities in their newsletters. Board asked about the funding Rich reported they have sent invoices so he is hopeful the funds will start coming in.
- b.) **CGA's 3rd quarter meeting report:** The meeting was held in Grand Forks last week. Ron Ness was the only one from the eastern side of the state that showed up. Michelle with B&G Oilfield Services will be taking over for Danette. One of issues brought up at the meeting was what takes precedence on a ticket, site identification (the white flagging) or work location description? After some discussion the board believed the content on the ticket is what you need to use. If there is a question, the locator should make the phone call to verify. If it needs to be changed the ticket should be changed to reflect the location. The ticket is the permanent written documentation.
- c.) Next meeting will be around the time of the summit in Bismarck.

PSC – Report:

Don welcomed Commissioner Brian Kroshus.

Enforcement cases update: There are a total of 23 cases for 2017. The 2 cases against KPH, Inc. are in negotiations for settlement. One case against Veit and Company is new and is still being investigated. Twenty OCC unpaid 811 fee cases remain open.

Brian reported the PHMSA audit took place on November 7, 2017. It appears that they will receive a passing score. They are still looking at working on law changes for next session regarding requirement to call 911 if a pipeline is hit and exemption whereby someone not required to have a one call ticket may cause damage and not be liable for that damage.

Center Operations Report:**a) Dash Board Report:**

Connie reported on the October dashboard report. There is an increase in the chargeable outbound tickets in October of 106,000 which is about a 3,000 increase. YTD tickets are down 16,000. Incoming tickets YTD for 2016 were at 166,000 last year as compared to 150,000 this year. She believes we will hit the million mark per her projections and the weather. The average processing time was up in August and September and down in October. August is when the law went into place and there were lots of questions. YTD ITIC hit 72% which is a record for North Dakota.

Final two slides on were added to the dashboard report on positive response compliance. North Dakota is almost at 80% compliance.

Call center activity was as follows:

January to Sept 2017	2016	2017	% Increase
Incoming Tickets	147,134	130,188	-11.5%
Outgoing Tickets	809,263	725,478	-10.4%

The incoming tickets represented above for 2017 were split as follows:

Operators Calls	12.58%
Excavator Calls	77.20%
Homeowner Calls	10.22%

Types of locate requests were as follows for 2017:

January to Sept 2017	% Total 2017
Routine	84.0%
Modify	3.8%
Respot	9.4%
Emergency	1.9%
Meets	1.0%

b) Advertising Report:

The 2017 NDOC advertising expenditures as of October 31, 2017 are as follows:

Budget Items	Total to Date	Budget
Promotional Items	\$51,085.54	\$50,000.00
Trade Shows	\$16,408.00	\$18,000.00
Magazine & Other Print	\$16,028.82	\$17,000.00
Website	\$9,860.97	\$12,000.00
Radio	\$22,077.00	\$22,500.00
TV	\$75,765.90	\$90,500.00
UND/NDSU Games	\$9,656.00	\$30,000.00
Bill Board	\$ 0.00	\$10,000.00
NDOC Truck	\$1,046.45	\$10,000.00
Total of Items to Date	\$201,928.68	\$260,000.00

Ryan presented the advertising expenses compared to the budget with an YTD net of \$58,071.32.

- 1) **Truck report:** The truck expense report was presented for the period of January to September 2017. The balance due to OCC for the period is \$421.16.
- 2) **Larks Update:** Ryan reported the season was great exposor for NDOC we have a three-year contract with the Larks. August 11 falls on a Saturday this year so hopefully they will have a game on that night. Ryan believes we would get that day again for our sponsorship evening. The board discussed the events of the past year.
- 3) **Advertising Budget:** After some discussion Jerry Blomeke moved to approve the 2018 advertising budget of \$260,000.00 as presented below. Motion was seconded by Richard Brieley. There being no further discussion the motion was called. Ayes all, motion was approved.

Budget Items	2017	2018	Sundog
Promotional Items	\$50,000.00	\$50,000.00	.00
Trade Shows/Sponsorships*	\$18,000.00	\$35,000.00	.00
Print**	\$17,000.00	\$13,000.00	.00

Website/Digital	\$12,000.00	\$12,000.00	\$12,000.00
Radio	\$22,500.00	\$20,000.00	\$15,000.00
TV	\$90,500.00	\$90,000.00	\$90,000.00
UND/NDSU Games	\$30,000.00	\$30,000.00	\$30,000.00
Bill Board	\$10,000.00	.00	.00
NDOC Truck	\$10,000.00	\$10,000.00	.00
Total of Items to Date	\$260,000.00	\$260,000.00	\$147,000.00

*Includes Larks Partnership of 20,085.00

**No new handbook cost for 2018

Ryan Schmaltz Report:

- 1) **Truck Lease:** Ryan is asking that we purchase something in January, get it wrapped so it is ready to go by the end of February when the current lease complete. Pricing will be about the same for everything this year. Truck should be available for use by January 31, 2018. Board also asked that we do a full wrap on the truck. Ryan will send out an e-mail to the board for opinions when it becomes available.
- 2) **Excavator Banquets 2018:** There are normally 14 banquets throughout the state each year. One company reached out to Ryan for an Excavator Banquet in Langdon. The person that organized the Williston banquet is unable to organize the banquet due to job duty changes; therefore, the Williston banquet might not happen this year. There was discussion at the CGA meeting asking if there could be a change in the way the banquets are set up. Tina with CHS informed the board of the problems they are having because banquets are being organized by different organizations. They, as operators, have growing concerns and are finding it difficult to support some of these things because they are not getting a consistent list of attendees. We are not getting a list of invites each year and another concern. Are we reaching out to new excavators? If we have a near miss, we look if we have reached out to them by any mailings and if they have attended any excavator training. Without any consistent documentation, it is difficult to track and to know if they have been compliant. Montana has a great system. They are using the One Call list and mailing list from pipeline operators. They have sign in sheets; they also have an agenda and have gone to breakfast meetings. All of this is coordinated through the One Call Board. They are concerned about Fargo and Williston missing out on great educational opportunities. They are asking if the NDOC board would consider adding extra funds for the excavator dinners. Along with setting up, planning, mailing invites and organizing the meetings. Ryan commented he would like to see it changed to six meetings in Fargo, Bismarck, Williston, Dickinson, Minot and Grand Forks and simplify the registration process by e-mailing invites and online registration. The board felt we need to do some research as to the cost and expenses before we move forward with this project. Ryan and Connie will work on some of the technical details and Rich and Jerry will look into the financial aspect and bring back a report to the board at the next meeting.
- 3) **Other:** Ryan suggested we do a picture of the truck and have a coloring contest at the fair. Sponsorship at the safety council exhibit this year we will not be doing it. We will purchase a notebook with NDOC logo to distribute at the Safety Council Conference.

Old Business:

- a) **OCC User Group Meeting:** The meeting was held September 19-21, 2017 Ryan, Brenda, Don, Ron, Mark and Brooks attended the meeting and all agreed it was a very informative meeting. A shovel was presented to North Dakota One Call and will be displayed at the OCC Call Center in Iowa.
- b) **Staffing Contract:** Don and Mike presented the administrative contract to the board. Mark Dougherty moved that NDOC accept the new administrative services contract with Dinah Roberson. Motion was seconded by Brenda Derrig. There being no further discussion the motion was called. Ayes all, motion was approved.
- c) **New Handbook:** The handbook is complete and available.
- d) **Other:** None

New Business:

- a) **OCC Contract – Renewal Date:** The renewal date for the new contract with OCC is February 25, 2018.

After some discussion the board decided to renegotiate the contract with OCC. Richard Brieley made a motion to renegotiate the contract with OCC. Motion was seconded by Mike Schoepp. There being no further discussion the motion was called. Ayes all, motion was approved. A committee made up of Don Frey, Mark Dougherty and Brenda Derrig was formed to do the negotiate the new contract.

b) Action Items:

November 9, 2017:

- Cash Availability Discussion
- Summit Update
- Advertising Budget
- Truck Lease –Ryan
- Excavator Banquet Research – Rich and Jerry & Ryan, Connie – Technical
- OCC – Contract Negotiation – Don, Mark & Brenda


c) Other: Mark informed the board he will be retiring in May of 2018.

Upcoming Meetings:

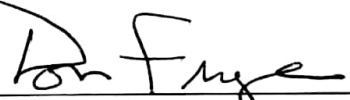
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February 8, 2018		Regular	Capital Electric Co-Op Board Room
May 10, 2018		Regular	Capital Electric Co-Op Board Room
August 09, 2018		Regular	Capital Electric Co-Op Board Room

There being no further business to come before the board Dale Robbins made a motion to adjourn Jerry Blomeke seconded. The meeting was adjourned at 12:57 PM.

Submitted by:
Brenda Derrig, Secretary

Signature: 
Date: 5-10-18

Don Frye, Chairman

Signature: 
Date: 5-10-18