

# North Dakota One-Call Board of Directors Meeting

**Meeting Date: May 14, 2015**

The meeting was called to order by Chair Dale Robbins at 10:03 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  
Mark Dougherty – Excavators

Brenda Derrig – Cities over 5000 – Secretary  
Jerry Blomeke - Rural Water - Treasurer  
Mike Schoepp – Gas/Pipelines  
Ron Ness – Electric

## **Board Members Absent:**

## **Others Present:**

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative  
Connie Schmidt - One Call Concepts  
Susan Lynch - One Call Concepts  
Frank Planton - One Call Concepts  
Julie Prescott - ND PSC

## **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 amended to correct the date for the meeting to read May 14, 2015. Mark Dougherty moved to approve the agenda as amended. Don Frye 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  
Vice Chair - Dale Robbins  
Treasurer - Mike Schoepp  
Secretary - Brenda Derrig

Brenda Derrig moved to accept the officer nominations as presented. Ron Ness seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Mark Dougherty presented a plan for possible transition of officers as follows:

- Chair serves 4 year term to May 2019.
- Vice Chair 2 year term to May 2019.
- Treasurer 4 year term to May 2019.
- Secretary 1 year term to May 2016 and then start with 4 year terms.

The Board will evaluate the recommendation and will look to possibly institute it at the 2016 Annual Meeting. There was further discussion on considering term limits for each position.

Brenda Derrig, representing Cities over 5,000, and Brooks Goodall, representing Telecommunications, will remain on the Board.

**Approval of previous meeting minutes:**

Minutes of the February 12, 2015 meeting were presented for review and comment to the Board of Directors. Mark Dougherty moved to approve the February 12, 2015 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 December 2014 was submitted as follows:

Total Income	\$307,922.53
Total Expenses	\$ 43,431.47
Net Income	\$264,491.06
Total Checking/Savings	\$852,308.33

Don Frye 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.

**Approve Bills:**

Ryan Schmaltz presented the current advertising expenses for payment which include the months of January, February, and March. Ryan noted that we are covering the upfront costs for the Fair than OCC will be billing out to the Sponsors for reimbursement. Jerry Blomeke 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.

**PSC Report:**

Ryan met with the PSC and they had some questions about the Handbook. They were wondering about who makes changes to the law? Different stakeholders and special interest groups propose changes to the one call law. Who wrote the original law and where did it come from? The original law came from stake holders. We were one of the last states to adopt a one call law. They were wondering if we could add a Q & A to the front of the handbook to assist with some of the items they are asking about. Ryan was wondering how we change the wording in the handbook and is looking to change the size of the book. Dale proposed that Ryan assemble Q & A questions to add to the front of the book. PSC asked if there could be adjustments to the law requiring the depth to be provided with a locate? Ryan and other Board Members stated that it is very difficult to provide that depth as a locator and it would be hard to support that. The other question they had was in regards to the length of ticket that can be called in. Ryan will add the length of ticket as allowed by the law in the Q & A Section. Mark Dougherty stated that we should add the Q & A Questions to the web site and also have a location where new questions could be added. PSC was also wondering about clarifying the definition of Emergency Locate. This would be something that could be addressed at the next legislative session. With PSC enforcing the One Call law some items need to be reviewed for better clarification. It was stated that Iowa allows the contractor to dig if fuel is gushing or there is an immediate safety concern and then call the One Call Center. The last item they had was about the regulation of the spacing of locating flags. There are National Standards for best practices for locating, but we would not support regulating. We could add something to the manual that references CGA Best Practices. Mark Dougherty stated that he is hoping the CGA Summit April 12 and 13, 2016 will have some locating education. One of the cases that just closed involved a \$6,000 fine.

**Center Operations Report:**

Center Operations:

Call center activity was as follows:

January – March	2014	2015	% Increase
Incoming Tickets	20,127	23,688	17.7
Outgoing Tickets	126,052	165,106	31

The incoming tickets represented above for 2015 were split as follows:

Operators Calls	7.8%
Excavator Calls	87.9%
Homeowner Calls	4.3%

Types of locate requests were as follows for 2015:

<b>January – March 2015</b>	<b>% Total 2015</b>
Routine	78.9%
Emergency	2.9%
Respot	14.3%
Modify	3.5%
Meets	.4%

Hold times for 2015 averaged 34 seconds and processing times averaged 6 ½ minutes. Connie stated that the call volumes are up. In March we had an 18% increase in calls and 43% in April. The home owner tickets for March tripled from 2014 to 2015. Connie is going to do some research on the location of home owner tickets and the relationship to their advertising.

**Advertising Report:**

The 2015 NDOC advertising expenditures as of May 14<sup>th</sup>, 2015 are as follows:

<b>Budget Items</b>	<b>Total To Date</b>	<b>Budget</b>
Promotional Items	\$19,693.44	\$27,000.00
Magazine & Other Print	\$3,901.33	\$15,000.00
Website	\$1,682.86	\$8,100.00
Trade Shows	\$1,450.00	\$8,000.00
Radio-Billboard-TV Advertising	\$98,608.58	\$151,900.00
Total of Items to Date	\$142,516.99	\$175,000.00

The 2015 NDOC Radio-Billboard-TV advertising expenditures are as follows:

<b>January – May 14<sup>th</sup></b>	<b>Total 2015</b>
Radio	\$38,024.20
Billboard	\$16,500.00
TV	\$19,206.00
Movie Theater	\$7,088.68
NDOC Vehicle	\$4,902.00

**OCC Report:**

**Sundog Update:**

Ryan Schmaltz stated that Sundog is working well.

**ND One Call Truck Update:**

Ryan Schmaltz stated that the One-Call Truck is working well. The truck payments will be shown quarterly.

**Invoices:**

Ryan asked if we could set a minimum amount prior to invoices. Jerry Blomeke made a motion to send out invoices at a minimum of \$11 or no longer than 6 months. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

**ND CGA:**

Ryan asked the Board if they would like to be a sponsor for the ND CGA. The cost is \$1,000 for Gold, \$500 for Silver, and \$250 for Bronze. The meeting in Grand Forks was a productive meeting and there was a good turnout from all areas. Mark Dougherty made a motion to become a gold sponsor with the ND CGA with a contribution of \$1,000. Don Frye seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

**Update on 2015 Pipeline Grant:**

There is no update at this time as it was just awarded.

#### 2015 National CGA Update:

Ryan and Don updated the Board on how the National Convention went. They felt it was very educational and informational. It will be in Las Vegas in 2016.

#### State Fair Update:

Ryan has 22 Sponsors for the 811 day, which will be July 24<sup>th</sup>. We will be purchasing 811 bags with the Sponsors Logos. There will be a HydroVac Demo, Equipment Simulators, and the OCC Motorcycle. Ryan is ordering matching t-shirts for the sponsors in different colors to match their one call locating color. He will also give some free t-shirts to some of the first people that come to the booth. With it being the State Fair's 50<sup>th</sup> Anniversary, they are expecting over 40,000 people. Ryan ordered 3,000 huggles for handing out. He will also order capes and coloring books for the kids. There was some discussion on what to do with the 811 bike for the three days that we have it. After some discussion it was determined that the 811 bike will be at the State Fair for all three days.

#### UND Football Game Sponsorship:

Enbridge will be again sponsoring a UND football game on September 26<sup>th</sup>. Ryan asked the Board if we would like to participate again this year. The Board would like to participate again this year as they thought it was a good outreach option. Last year we split the cost with Enbridge in the amount of \$4,000. Last year they gave away foam helmets that had Enbridge and ND One Call and 811 on them. Mark Dougherty made a motion to contribute \$1,000 to be a sponsor with Enbridge for the UND football game. Don Frye seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

#### OCC Tech Conference:

The OCC Tech Conference will be September 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> in San Francisco.

#### **Old Business:**

##### Audit Report:

Jerry Blomeke presented the 2014 Audit Report for the Board. Jerry Blomeke made a motion to receive and accept the Audit Report. Mark Dougherty seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

##### February 12<sup>th</sup> Action Items:

###### Dale

- Send Victor with the PSC a memo explaining how the NDOC Board feels about the PSC adding judgment for damages. This was completed in February.
- Email Jerry about the request for an audit. This was completed.

###### Brenda and Mark

- Nominating committee for officers. This was completed.

All remaining actions items from February 12<sup>th</sup>, 2015 have been completed.

#### **New Business:**

##### 2015 Legislative Changes:

Mark Dougherty reviewed a synopsis of the new legislative bills and their reiterations through the legislative process related to ND Once Call.

##### Proposal for Treasurer and Secretary Services:

Mark Dougherty presented a proposal for the AGC to provide treasurer and secretary services to the Board. Currently they provide this service for other nonprofit organizations. This would be a set fee of \$10,400 for the year. Jerry Blomeke made a motion to accept the Administrative Services Agreement as presented by the AGC in the amount of \$10,400 covering June 1, 2015 through May 31, 2016. Mike Schoepp seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

**Ticket Prices:**

Dale Robbins wanted to maintain the discussion on ticket price reduction. Mark Dougherty discussed that we had looked at discounting the ITIC ticket at previous meetings. Connie stated that at some point we aren't going to get more ITIC users, without offering a discount. There was much discussion on how to extend the discount to all users. Ron Ness supports reduction of the ticket price. The Board is all in agreement that there needs to be a reduction of cost per ticket in some manner. Dale asked is someone from OCC could look into a couple of options for ticket price reduction that the Board could evaluate.

**2015-2016 Handbook:**

Ryan is looking to print the new books at a different size. It was discussed that the Board would like to see the handbook a little larger than the one proposed. Ryan would like to add the month and year to the date range. The Board decided to add the year and month revised instead of the date range.

**May 14<sup>th</sup> Action Items:**

Ryan

- Handbook FAQ additions for future printings.

Jerry

- Meet with Mark and Dina on Treasurer Information.

Connie

- Look at options for ticket price reduction.

**Upcoming Meetings:**

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
August 13, 2015	10:00 AM	Regular	NDAREC Board Room
November 12, 2015	10:00 AM	Regular	NDAREC Board Room
February 11, 2016	10:00 AM	Regular	NDAREC Board Room
May 12, 2016	10:00 AM	Annual	NDAREC Board Room
August 11, 2016	10:00 AM	Regular	NDAREC Board Room

**Don Frye requested that it be noted that the Board appreciates all the hard work that Dale Robbins provided as Chairman of the Board and what a great job he did.**

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

Submitted by:

Brenda Derrig, Secretary

Dale Robbins, Chairman

Signature: 

Signature: 

Date: 8-13-15

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