

North Dakota One-Call Board of Directors Meeting

Meeting Date: February 14, 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	Ron Ness - Electric
Don Frye – Cities under 5000 – Vice-Chair	Mike Scheopp – Gas/Pipelines
Brooks Goodall – Telecommunications	Mark Dougherty – Excavators

Board Members Absent:

Brenda Derrig – Cities over 5000 - Secretary
Jerry Blomeke – Rural Water – Treasurer

Others Present:

Chad Olson – ND One Call Board Representative	Jim Holzer – One Call Concept
Pat Fahn – PSC	Sara Cardwell – PSC
Aaron Morman – 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 approved.

Approval of previous meeting minutes:

Minutes of the November 8, 2012 meeting were presented for review and comment to the Board of Directors. Dale Robbins reported the need to change the date in two places in the November 8, 2012 Minutes. Don Frye moved to approve the November 8, 2012 meeting minutes as amended. 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 December 2012 was submitted as follows:

Total Income	\$ 219,908.20
Total Expenses	\$ 135,867.53
Net Income	\$ 84,040.67
Total Checking/Savings	\$ 372,909.99

Don Frye 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:

Chad Olson presented the current advertising expenses for payment which include the months of October, November, and December. Chad reported a \$607.81 expense included in the advertising expenses for December was in error and the \$607.81 will be credited back to the Board in the advertising expenses for January 2013. Chad reported the \$265.48 expenditure also included in the advertising expenses for December was for Ron Ness' hotel room at the OCC Technology Conference in October; OCC pays for one board member per state to attend and OCC paid for Brenda Derrig's attendance at this conference. Ron Ness moved to approve payment of

advertising expenses as presented with the understanding the \$607.81 will be credited back to the Board. Motion was seconded by Mark Dougherty. 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	2011	2012	% Increase
Incoming Tickets	158,314	202,810	28%
Outgoing Tickets	848,766	1,155,352	36%

The incoming tickets represented above for 2012 were split as follows:

Operators Calls	15%
Excavator Calls	76%
Homeowner Calls	9%

Types of locate requests were as follows for 2012:

January - December 2012	% Total 2012
Routine	72%
Emergency	2%
Update	26%

Hold times for 2012 averaged 45 seconds and processing times averaged 7.1 minutes.

Jim Holzer reported the Meet Ticket header code is ready for implementation but there are still a number of Operators who have not yet responded to the change in the ticket data they will be receiving. Jim agreed to circulate the list of Operators that have not yet responded. Jim recommended and the Board agreed to move forward with implementation of the Meet Ticket prior to March 1st. Jim reported the average hold time calculation has been corrected and average hold time values should be correct on all the center operations reports. Jim reported on the NDOC website update and plans to use the new NDOC website to promote ticket check.

Advertising Report:

The 2012 NDOC advertising expenditures are as follows:

Budget Items	Total Year-End	Budget
Promotional Items	\$12,280.16	\$25,000.00
Magazine & Other Print	\$16,682.34	\$8,000.00
Website	\$0	\$5,000.00
Trade Shows	\$6,972.51	\$8,000.00
Radio-Billboard-TV Advertising	\$88,951.52	\$94,000.00
Total of Items to Date	\$124,886.53	\$140,000.00

The 2012 NDOC Radio-Billboard-TV advertising expenditures are as follows:

January - December 2012	Total 2012
Radio	\$39,615.52
Billboard	\$15,000.00
TV	\$34,036.00
Production	\$300.00

2013 Advertising Update:

Chad Olson presented the Board with a breakdown of projected Radio, Billboard, and TV advertising expenditures for 2013 totaling \$99,439.

Damage Prevention Updates:

PSC Enforcement Case File Update:

Aaron Morman reported that no new complaints have been filed with the PSC concerning pipeline infractions. Pat Fahn provided an update on the status of non-pipeline damage prevention cases that have been filed with the PSC. There was discussion regarding the PSC's process for collection of a fine for a NDOC infraction if the fined party refuses to pay, and/or refuses to respond to a Consensus Order. Discussion was also held regarding licensed excavators who refuse to pay OCC for locate requests and participate in the costs of the NDOC notification center. The Board directed OCC to move forward with filing individual complaints with the PSC on licensed excavators that fail to pay OCC for locate requests.

2013 Pipeline Safety Grant Update:

Pat Fahn reported the PSC has filed an application for the 2013 Pipeline Safety Grant in the amount of \$10,000.

ND CGA Meeting Updates:

Chad Olson updated the Board on ND CGA activities. The ND CGA has agreed to provide Clicker devices to those attending Pipeline Safety Meetings for use in answering questions to measure attendee knowledge. The ND CGA is also considering the development of a training video showing how to submit a ticket. The ND CGA has also decided not to share the NDOC website but rather create a separate website for the ND CGA.

Ticket Check Update:

Jim Holzer reported ticket check in ND is working. Ron Ness reported that ticket check is not only available through NTMS but also available for use by other ticket management systems.

Old Business:

November 8th Action Items:

- Chad Olson separated the Board member information from the other contacts on the NDOC website.
- Dale Robbins reported that Jerry Blomeke is working with JD & Associates on preparation of the 2012 Audit.
- Chad Olson visited with operators in the oil patch that would be willing to provide the Board with a tour of oil production in western ND. Chad reported a tour of the oil patch could be one, two or even three days long depending on the quality and extent of the tour. Don Frye moved to have Brooks Goodall and Chad Olson arrange an oil field tour out of Parshall, ND around the August 8th Board Meeting with the August 8th Board Meeting held in Parshall. Mark Dougherty seconded. There being no further discussion the motion was called. Ayes all, motion was approved.
- Chad Olson and Jim Holzer agreed to arrange a Board tour of the new OCC notification center in Mendota Heights, MN.

Actions items from November 8, 2012 have been completed.

Aevenia Update:

Mark updated the Board on a concern originally reported by Aevenia regarding ELM response time.

Palmers Trailer Court:

Mike Scheopp reported that MDU took over ownership of the gas line facilities in Palmers Trailer Court on December 6, 2012, thereby resolving ongoing delinquent payment issue.

New Business:

Formulate 2013 Ticket Pricing Adjustment:

As part of the NDOC contract with OCC, NDOC received a volume discount in 2012 on all billable tickets after the 2011 billable ticket level was exceeded. Due to this discount being provided by OCC, discussion was held on formulation of a discounted ticket price for 2013 in order to share these savings with ND stakeholders. Ron Ness moved to deposit and appropriately allocate the \$184,256.60 volume discount into the Board Administrative Budget and the Board Advertising Budget, and then have OCC suspend the NDOC Board \$0.05 Administrative

and \$0.10 Advertising reimbursements for the next 12-months starting on March 1, 2013, and provide this \$0.15 per ticket savings to all billable tickets for this same 12-month period, thereby reducing the cost per ticket from \$1.25 to \$1.10 until February 28, 2014. Books Goodall seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

2013 Officer Nominating Committee:

Mark Dougherty and Don Frye were appointed to serve as the 2013 NDOC Officer Nominating Committee.

Board Discussion, ELM/Century Link:

Discussion was held regarding Century Link's response to Chad Olson's contact regarding ELM response time on locate requests. The Board agreed a formal complaint may need to be filed with the PSC to achieve Century Link compliance.

Legislative Update:

Mark Dougherty provided the Board with an update on HB 1359 and reported the Bill should pass due to virtually no opposition. In anticipation of passage, Jim Holzer agreed to review the map information ticket attachment functionality required in HB 1359 to see what would need to be done to accomplish this task. Mark reported if HB 1359 does pass, changes would not take affect until August 2013.

February 14th Action Items:

Chad Olson:

- Work with Brooks Goodall on scheduling Board oil field tour.
- Work with Jim Holzer on placing 2013 reduced ticket pricing notification on NDOC website and provide OCC bill stuffer.
- Work with Jim Holzer on scheduling Board tour of OCC notification center in Mendota Heights, MN.

Jim Holzer:

- Implement the Meet Ticket in ND by March 1, 2013.
- Submit formal complaints with the PCS on individual licensed excavators that refuse to pay OCC for submitted locate requests.
- Work with Chad Olson on placing 2013 reduced ticket pricing notification on NDOC website and provide OCC bill stuffer.
- Implement March 1, 2013 reduced ticket pricing adjustment.
- Work with Chad Olson on scheduling Board tour of OCC notification center in Mendota Heights, MN.
- Review map information ticket attachment options required in HB 1359.
- Update Board on the benefits of NDOC's membership in Common Ground Alliance (CGA).

Brooks Goodall:

- Work with Chad Olson on scheduling Board oil field tour.

Mark Dougherty:

- Serve on 2013 NDOC Officer Nominating Committee.

Don Frye:

- Serve on 2013 NDOC Officer Nominating Committee.

Jerry Blomeke:

- Provide 2012 Audit for May 9th Annual Meeting.

Chad Olson reported a double booth space has been reserved at the ND State Fair in preparation for the 811 Bike. Chad also reported a possible stop of the 811 Bike in Fargo for a Red Hawks game and suggested a stop of the 811 Bike in Bismarck if there is a location or event available.

Jim Holzer reported the CGA has been inquiring as to why ND is the only state in the nation where their Board is not a member of the CGA. The annual CGA corporate membership is \$2,000 and the yearly membership includes up to eight individuals with any memberships over eight being \$100 each. Jim suggested NDOC may want to renew their CGA membership and the Board asked Jim to follow-up with an update to the Board on the benefits to NDOC on CGA membership.

Upcoming Meetings:

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
May 9, 2013 (Annual Meeting)	10:00 AM	Annual	NDAREC Board Room
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

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

Submitted by:
Ronald Ness, Acting Secretary

Dale Robbins, Chairman

Signature: _____

Signature: _____

Date: _____

Date: _____