

North Dakota One-Call Board of Directors Meeting

August 9, 2007

The meeting was called to order by Chair Ron Ness at 10:10 AM in the Ulmer Center of the North Dakota Association of Telephone/Rural Electric Cooperatives building in Mandan, ND.

Board Members Present: Brenda Derrig, Ron Ness, Dennis Kellar, Jerry Blomeke, Ed Williams and Mark Dougherty

Others Present: Don Nett – One Call Concepts

Minutes:

Agenda (Attached)

Mark Dougherty moved to approve the agenda as provided. Dennis Kellar seconded the motion. There being no discussion the motion was called. Ayes all, motion approved.

Approval of previous meeting minutes:

Motion was made by Jerry Blomeke to approve the May 10, 2007 Board meeting minutes and seconded by Mark Dougherty. There being no discussion the Chair called the motion. Ayes all, motion approved.

Financial report:

Treasurer Jerry Blomeke presented the current financial statements for review. The financial summary is as follows:

Income	\$11,411.27
Expenses	\$26,505.76
Ending Balance	(\$15,094.49)
Bank Balance	\$124,977.67

Approve bills:

Bills submitted were for the advertising and totaled \$36,024.00. Motion was made by Jerry Blomeke to approve the payment of submitted bills and seconded by Dennis Kellar. There being no discussion the motion was called. Ayes all, motion carried.

Center Operations Report:

Don Nett asked for Board member input on what could be used as "give away" items at pipeline and diggers dinners. Some suggestions were made and the Board requested Don to develop a list of past promotional items to be used to dial in on something new or maybe use a previous item. Don will also inventory the items we have in storage.

Busy Signals and Extended Hold Times carried no discussion.

Monthly report distribution update was submitted by Don Nett and a copy of the center reports were distributed to all in attendance. Don Nett indicated a concern in the increase in the number of emergency calls. He also related it is the top of the list of operator complaints. He related a lot of the calls come from home owners for such things as planting a tree. Average hold time seem to be holding to the past

norms. Don also presented an ITIC break down of who is using the system and he is pleased with the use of ITIC-Lite with little or no advertising.

Monthly financial reports were distributed by Don Nett and he related the One Call Center's collection procedure is to keep billing until the debtor pays. The write-offs shown to-date are instances where someone (i.e. engineers) are wrongly billed on a ticket. The Center makes no formal effort to collect pass due accounts mostly due to the very small amount in past due.

The base map update schedule was submitted for Board review and comment. Ron Ness questioned when the updates are scheduled and thought more off season times would be more appropriate in our area. Don Nett thought it was due to when the mapping services have their new information available.

ITIC updates to the website were discussed and an online review of the NDOC webpage indicated some changes need to be made to allow for a more user friendly page. The Board questioned Don Nett as to why Jim Holzer has not made the changes we understood he would make after the last meeting Jim attended. Mark Dougherty agreed to do a review of the NDOC website and make some suggestions for changes at the next Board meeting. Discussion was had on how much administrative control Don Nett had and it was discovered he could only add and delete items from set services areas. Discussion was had on what the Board is paying One Call Concepts to maintain the website and some thought was we're paying a lot for what we are getting. As the website maintenance is part of the one call service contract there is not much we can do to change how it's paid for at this time. Mark Dougherty made a motion to direct Chair Ron Ness to request Jim Holzer to attend the next meeting prepared to discuss website changes and what does the board get for the dollars spent on website maintenance to-date. Ed Williams seconded the motion. There being no discussion the motion was called. Ayes all, motion carried.

Don Nett explained I-MAP allows operators to go online to review and update their maps. This updating can be done at any time of the year and is not a part of the annual mapping update discussed earlier.

Discussion on the private facility power point presentation by Minnesota One Call and the thought was it was too long and involved and the simple tri-fold Don made some time ago is a better tool. Mark Dougherty will have AGC office personnel and wife listen to private facilities recording and give opinion on its effectiveness.

"Mark entire lot" education carried no consensus with the Board and little discussion was offered. How does the home owner know he can mark a specific spots and have it located in a 20 foot radius. We get a few complaints and if you're planting a tree and it happens to be on a utility then they have to wait for another locate.

Operator 24 Hour Extension requests don't seem to be a big issue and was not discussed.

Re-spots and Operator Response does not seem to be a big issue and was not discussed.

Meetings and Seminars report was presented by Don Nett. No discussion.

Advertising Expenditures was discussed earlier in the agenda under "Approve Bills". Expenditures report was submitted by Don Nett.

Some proposed "best practices" for CGA review were presented by Don Nett. These best practices being voted on today.

Don Nett presented an update on the One Call Systems Region 5 meeting held in Omaha, NE and provided some information on the One Call Systems International Annual Meeting to be held in San Diego, CA in November 12-14, 2007. It was not decided if anyone would attend this meeting.

Changes in enforcement of the State electrical code will preclude town home construction from installing all electrical meters in a ganged panel on one unit and running the service lines to the other units through the structure. This has always been in code but was never enforced. If the utility companies decide to gang the meters in the easement area the home owners would be responsible for locating their service line from the easement to the dwelling.

Gloria Geiger gave an update on the 2007 Pipeline Safety Grant. The grant was for \$35,400 and to date there is \$38.27 remaining. The bulk of the dollars were used to promote the use of 811. We need to make a decision on the 2008 grant application by the time of the November Board meeting. Possibility of making some one call posters for building supply businesses may be something to use for the next safety grant application. Don Nett will work with Gloria to provide the 2007 OPS grant effectiveness report.

Don Nett related that Atlas, Inc. has been calling in excavations since late July. We thank Ed Williams for talking to them. He related it was the City of Bismarck directing the contractor to not make the call. Brenda Derrig called Mel Bullinger and related he talked to other large cities and the feeling he got was that other cities aren't making calls on similar situations. Brenda would like to do a like questionnaire on how these situations are handled by the large municipalities.

The Midcontinent West Fargo overlay meeting was discussed to get everyone on the same page. This is just for the Board's information on what can be done to work together on this type of major overlay. Ron Ness seemed to think the project was going well and has heard very little about any problems.

The Natural Resource Interim Committee has not yet scheduled for their committee meeting which will include the One Call enforcement statute item. Design/Non-excavation locates working committee is a continuing work in progress. The minutes of the first two meeting have been included for Board information.

Don Nett provided information on the continued use of Fax tickets. Other states are discontinuing their use due to liability due to illegible and incomplete information on the fax sheets. This is just informational in case the topic should happen to come up at future meetings or contract negotiations.

Don met with Jim Larson of the Minot AFB who has had trouble with out of area locates and locates not being accurate.

If you need ND map information you can go to www.dot.nd.gov/road-map/county-base/index.htm. This site will provide you with section-township-range info for all counties in state.

Old Business

811 Tariff letters from Qwest Communications was discussed. The total billing to date is \$23.99. The Board needs to make a decision on how to deal with this issue. It was decided to not respond to their latest letter as the Board's position has not changed and await their next proposal.

Ron Ness gave an update on the letter sent to Wesco Operating in reference to the transfer of underground facilities.

D Excavating letter update was given by Ron Ness. No new information is available and no contact has been had since Ron's letter of response to their complaint.

New Business

Mention of letter from Ray Skogen by Ron Ness. This is just for the Board Members information.

Ron Ness offered the 2007 Technology Conference is scheduled for October 24-25 in New Orleans, LA and he is willing to attend. If anyone else would be interested in going the board would have pay for the extra person's trip. OCC pays for one person from each member board to attend. This an OCC program on all the new technology and system innovations in one call center operation.

Don Nett presented a DVD on the life of a locator "Walk a Mile". This may be something we could use in the digger meetings. The Board discussed the possibility of producing a locators DVD and Don Nett agreed to research the cost.

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
11/08/07	10:00 AM	Regular	NDARC
02/14/08	10:00 AM	Regular	NDARC

Other Business

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

Meeting Task Assignments

Brenda Derrig:

- Survey ND municipalities on interpretation of normal maintenance of roads and streets exemption as it relates to requesting locates for road work.

Mark Dougherty:

- Review NDOC Web-site and provide recommendations for improvement.
- Investigate ND State Electrical Inspector requirements for utility electric meter placement on town homes.
- Have fellow co-workers around the office listen to the NDOC Notification Centers private party underground facilities verbiage and provide feedback and/or suggested changes.

Don Nett:

- Inventory promotional items currently in stock.
- Make list of promotional items purchased in the past.
- Forward to Board Members information on the OCSI Annual Meeting in San Diego.
- Work with Gloria to provide 2007 OPS grant effectiveness report.
- Send Mark Dougherty a recorded Wave file of the NDOC Notification Centers private party underground facilities verbiage.
- Provide the NDOC Board with estimated costs to produce a locator DVD.

Ron Ness:

- Send letter to Jim Holzer requesting his presents at the November 8th NDOC Board Meeting and ask him to organize ticket submittal options on the NDOC web-site.

Board:

- Review NDOC web-site, evaluate needed changes and be prepared to discuss at November 8, 2007 NDOC Board Meeting.

Submitted by Mark Dougherty, Secretary

Ron Ness, Chairman

Signature: Mark Dougherty

Signature: Ronald Ness

Date: 04/26/2007

Date: 4/30/07

