

North Dakota One-Call Board of Directors Meeting

February 8, 2007

The meeting was called to order by Vice Chair Perry Oberg at 10:00 AM in the Board Room 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, Dale Robbins, Perry Oberg, Ed Williams and Mark Dougherty

Others Present: Don Nett – One Call Concepts, Jim Holzer - One Call Concepts, Gloria Geiger - PSC

Minutes:

Call to Order:

Vice Chair Perry Oberg called the meeting to order and welcomed new board member Brenda Derrig, representing the cities over 5, 000 and Gloria Geiger from the Public Service Commission (PSC).

Agenda (Attached):

Vice Chairman Oberg asked if there were any additions or modifications to the agenda. Dennis Kellar moved to approve the agenda as submitted and amended to include February 14, 2008 as the date of the next annual meeting of the board. Dale Robbins seconded the motion. There being no discussion the motion was called. Ayes all, motion carried.

Recognize New Board Members

The board welcomed Brenda Derrig, who replaces Mark Bittner as the cities over 5,000 representative, to the North Dakota One Call Board of Directors

Ron Ness made a resolution of recognition of Mark Bittner on his past efforts and leadership on the NDOC Board of Directors. Presentation of an award to Mark Bittner will be at the Fargo-Moorhead Diggers Dinner on March 28, 2007. Resolution was seconded by Jerry Blomeke.

Approval of previous minutes:

Vice Chair Oberg called for additions or corrections to the minutes of the November 9, 2006 regular board meeting. Motion was made by Ron Ness to approve the minutes as corrected. Dennis Kellar seconded the motion. There being no further discussion the motion was called. Ayes all, motion carried.

Election of Officers

Ron Ness and Mark Dougherty acting as the Board Nominating Committee presented the following list of officer nominations:

Chairman	Ron Ness
Vice Chairman	Perry Oberg
Secretary	Mark Dougherty
Treasurer	Jerry Blomeke

Ron Ness asked if anyone would like to volunteer or make any additional nominations. Dale Robbins moved to cast a unanimous ballot for the nominated slate of officers. Motion was seconded by Dennis Kellar. There being no discussion the question was called. Ayes all, the motion carried.

Newly elected Chair Ron Ness continued the regular meeting of the North Dakota One Call Board of Directors.

Financial report (Attached):

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

Income	\$89,153.64
Expenses	\$55,883.69
Ending Balance	\$33,269.95
Bank Balance	\$140,072.16

Chairman Ness called for questions on the financial statements. Motion to approve the financial report as presented was made by Perry Oberg. Mark Dougherty seconded the motion. There being no discussion the motion was called. Ayes all, motion carried.

Approve bills:

Bills were submitted as follows: Jerry Blomeke presented a bill for October, November and December advertising in the amount of \$13,489.09. (Schedule of Advertising Expense is attached for detail) Chair Ness called for questions. Perry Oberg questioned Don Nett if we are charged for every trade show we attend. Don's response yes they all have a fee. Dale Robbins made a motion to approve the submitted bills. Ed Williams seconded the motion. There being no further discussion Chairman Ness called the motion. Ayes all, motion carried.

Dennis Kellar posed a question about legal fees on the Transaction History of \$1139.00 to Zuger Kirmis & Smith. Mark Dougherty related the fees were for the research the attorney provided on the possibility of enforcing the statute without legislative action and if we can act as a state agency in those enforcement matters. Dennis asked if the Board had used this attorney previously and Mark related they've been the Board's attorney since inception.

2007 Pipeline Safety Grant Updates

Gloria Geiger of the Public Service Commission informed the Board the PSC was awarded \$35,000 by the Office of Pipeline Safety (OPS) to assist the ND One Call Board. The funds were all provided under Priority 1 as the PSC was advised to not ask for any Priority 3 funds as they would not be allowed at this time. The big push this year is the roll out of the 811 dialing and most of the funding was directed to that specific effort but we could also use the funds to purchase promotional items as in the past. Perry Oberg asked if the OPS dollars required any matching from the Board. Gloria related that no match is necessary but the Board could certainly enhance the dollars provided by OPS. Perry Oberg suggested having Gloria and Don work out the details of using the OPS dollars. Perry moved to thank Gloria for the work on the grant application and directing Don Nett to work with Gloria on how to best use the funds. Jerry Blomeke seconded the motion. Don Nett asked if we could still include the 1-800 number in the 811 advertisements. Gloria said that would not be a problem. Jim Holzer suggested we also include the NDOC web address. With there being no further discussion Chair Ness called the motion. Ayes all, motion carried.

Center Operations Report (reports attached)

Ron Ness welcomed Jim Holzer of One Call Concepts.

Center Operations

Don Nett provided the following Operations information for 2006:

Incoming Calls	92,463	3.8% increase over 2005
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Outgoing Messages	484,752	2.0% increase over 2005
Calls from Operators	10.3%	7.6% increase over 2005
Calls from Contractors	65.2%	8.4% increase over 2005
Calls from Others	24.5%	19.1% decrease over 2005
Emergency Tickets	6.6% of total tickets	
Average Hold Time	30 seconds	
Internet Tickets	24% of all tickets	

More detailed information is available on the attached “Board Reports 2007 ND”.

Financial Report

Don Nett presented the attached “2006 Advertising Expenditures” report for review.

Advertising Reports

Don Nett presented the attached “Approved 2007 Advertising Plan” for review.

Base Mapping Update Status

Jim Holzer informed the Board; OCC has ordered updated maps from TelAtlas and will be sending out verification requests to operators soon. Perry asked if OCC thinks the center gets its money worth from the TelAtlas service. Jim related he could not actually answer this but it’s the best option available short of doing what was done for Cass county using local mapping. Ron Ness asked if OCC purchases the mapping county by county. Jim said that is possible but gets more expensive than state wide mapping. Discussion on where other counties are with moving to GIS type mapping. Ron Ness will make a call to Mark Bittner to see what information he had received from the other major metropolitan areas. Dennis Kellar asked if there has been any problem getting mapping verification from the operators. Jim related to date there has been no problem unless there has been a change in personnel.

ITIC Light

Jim related OCC is working to use the ITIC Light in North Dakota. Perry Oberg moved to allow OCC to establish the ITIC Light service for use in the coming season. Ed Williams seconded the motion. There being no discussion Chair Ness called the question. Ayes all, motion carried. Ron Ness would like to have the mapping update schedule if that’s possible and Jim offered to forward a spread sheet which shows all of the information. The Board expressed a desire to move the use of local area mapping when available and make an effort to inform the municipalities of the opportunity to use their mapping for one call locating. Jim Holzer offered to do an article for the website on the use of GIS mapping.

Don Nett Report

Board member asked about placing the names of all the member operators and the district code on the website. Would anyone have an objection to doing this? It’s something Minnesota does and someone had asked about doing it in North Dakota. There was no benefit identified by the neither Board nor interest by the Board in making a decision on the issue.

I-Mapping to manage a facilities maps online. Nodak Electric is being used as a Beta test of the system and the system is ready for general use by operators. Jim Holzer thinks the use of GIS map submittal will likely bypass the use of I-Map.

2006 Advertising Expenditures

See attached report, 2006 Advertising Expenditures”.

Approved 2007 Advertising Plan

Plan was approved at the November 9, 2006 Board meeting and the expenses to date are \$705.00.

Presentations/Exhibits

Don presented the attached “2007 Scheduled Meetings & Seminars” for review.

Excavator/Contractor Dinners presentation offered for review and comment (see attached slide document). Don is going to work with personnel from Williston Basin Pipeline Co. to upgrade the presentation and he will need a picture of all the Board members for use in the presentation. We can take the pictures at the end of the meeting. Perry Oberg stated he thought the Board should leave the contents of the slide show to Don’s discretion. Mark Dougherty mentioned we should be sure to include information on the 811 availability, and use the CGA national materials. Dennis Kellar asked about limited use contractors using ITIC Light. Jim Holzer offered they could be setup as a text only user under the contractor system where they don’t have to draw polygons but only provide text information. Discussion was had on how we should make users aware of all the center contact methods available. Possible use of the NDOC website and Jim Holzer will take a look at how to best provide this information.

Handbook Updates

1. Change the cover for ID purposes.
2. Include 811 on front cover
3. Page 9 should include design locates with other locate types. Ron Ness noted there is no non-excavation or design locate. Ed Williams feels we could put it in to stir some interest we should point that the law calls for excavation calls and a design locate is not an excavation. Ron Ness offered we are taking this type of ticket and we maybe should put a non-dig routine request as an option. Perry Oberg agreed we need to make that distinction at this point. Ed Williams agreed but is not sure how to make the distinction and we need to find a way to education the system users. The engineers were surprised they were technically breaking the law by making the calls for excavation tickets. Perry asked Jim Holzer how the center would handle a call where the caller says they will not be digging. Jim related if the caller told the CSR they were not going to dig they would not make the ticket. Perry thinks there should be a separate note in the handbook on locate for other than excavation. Ed Williams thinks we need to separate the excavation and design locates by some method that accounts for the difference in urgency of the locate. Brenda asked if anyone sends out a locate crew without a One Call ticket. Ron related he probably would not. Perry thinks we need to do something with this situation and is our obligation to create an appropriate procedure to deal with the issue. Jerry asked if the Board can do that without the change in statute. Jim noted without the legislative rule you expect some extreme inconsistencies in procedure. Don Nett noted in the law we have only “routine” and “emergency” tickets. Ron Ness offered as a board we could add a ticket type, as long as we don’t go against state law. Dale Robbins offered we could add some language to define design ticket and that in two years we’ll go for a legislative change. Perry asked Jim is the addition of a design/non-dig locate would impact our OCC contract. Jim offered it would not. Ed Williams moved to add language about design/survey excavation to the handbook. Jerry Blomeke seconded the motion. There being no further discussion Chair Ness called the question. Three votes aye and four votes nay, motion fails.
4. Don Nett was directed to craft language change for the first sentence of handbook introduction (NDOC Handbook – Page 1). Don will do the handbook as soon as possible to facilitate use at diggers’ dinners.
5. Don Nett offered an email note from Terry Boehm of KLJ, Inc. on problems with getting

survey locates done in some localities. No action was taken.

6. Don suggested spending \$10,000 on an early spring ad campaign with the cable networks. The Grant funds will be spent strictly on major network TV and those funds will come later. It was directed by the Board that Don Nett, Dale Robbins and Dennis Kellar would work on the spring media promotion.
7. Perry Oberg checked the past minutes and found no action on the contractor dinner assistance funding. Perry moved to allow \$100 each to assist the local groups in organizing the contractor dinners. Second by Ed Williams. Ron Ness asked what total dollars were spent in the past. Don Nett offered there has been about \$2000 spent for 2006. There being no further discussion Chair Ness called the question. Ayes all, motion carried.

Legislative Issues

Penalties and Enforcement

Don Nett testified in the IBL hearing and answered some questions. One question was how we deal with infractions now and Don related we send letter to offender, WSI and OSHA area office. Committee voted 12-0 to support the resolution.

Non-Excavate Locates

Committee to meet in the spring. Brenda Derrig was added to the committee. Ed questioned if the committee's purpose is to make a new draft legislative piece or to just discuss some options. All seemed to agree the purpose is to draft legislation the NDOC and designers can agree on.

White Flagging

No discussion as issue was decided last meeting.

Old Business

811 Tariffs

No new information from Mark Bittner on response from Qwest. Mark Bittner has sent the attached letter to Mark Palma of Hinshaw and Culbertson representing Qwest. The Board has not heard from Mark Palma in response to letter from the Board.

Changes to NDOC Handbook

Covered earlier in Don Nett report.

Transfer of Underground Facilities

Reviewed draft letter provide by Mark Bittner (letter attached). Mark Dougherty moved to broadcast the letter to all operators. Motion seconded by Perry Oberg. No further discussion, Chair Ness called the question. Ayes all, motions carried.

Utility Service Locate Responsibility within Street Right-of-way

Mark Bittner has distributed a memorandum to the larger cities (letter attached) and will distribute to smaller cities at the direction of the Board upon receipt of a distribution list. Don Nett didn't think the smaller cities were much of a problem. Should use the League of Cities to distribute the letter to smaller cities or get a distribution list. Don will contact Jerry at the League of Cities for method to distribute letter.

Secondary Locates

Dealing with the property owners' facilities. There appears to be some confusion about the CSR provided message. Jim Holzer offered a message can be added to the home owner calls when on hold. Ron Ness asked if it's possible to change the message based on what the call ID. Jim Holzer would discourage handling calls differently due to chance of errors. Jim Holzer will send

Board members a new message Minnesota is looking at using in the future.

New Business

Discuss Call Center verbiage regarding customer plant locating
Covered under previous item.

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
05/10/07	10:00 AM	Regular	NDARC
08/09/07	10:00 AM	Regular	NDARC
11/08/07	10:00 AM	Regular	NDARC
02/14/08	10:00 AM	Regular	NDARC

Other Business

Jim Holzer asked for some time on the next agenda to present some new products available from the One Call Center.

Mark Dougherty offered that Don Nett has paid for his own travel expense to return to state for special meetings while on vacation. Perry Oberg moved to cover any expenses Don incurred for special meeting travel while on vacation. Dennis Kellar seconded the motion. Perry expressed the Boards appreciation for Don's past work for the Board. There being no further discussion Chair Ness called the question. Ayes all, motion carried.

February Meeting Task Assignments

1. Brenda to assure Mark Bittner is at the FM Diggers' Dinner in March.
2. Brenda to acquire large city contact data for city mapping from Mark Bittner and follow-up with the cities on that issue.
3. All Board Members to review Digger's Dinner slide show and provide input for Don Nett.
4. Jim Holzer to organize ticket submittal options on the website.
5. OCC to implement use of ITIC Light.
6. Don Nett to finalize the handbook changes and order.
7. Don, Dale and Dennis to handle the spring TV promotion.
8. Ron Ness to assemble the non-excavation committee in the spring.
9. Ron Ness will sign and email the facility transfer letter.
10. Ron Ness to send questions on monthly reports to Jim Holzer.
11. Don Nett to call the League of Cities about the locate requirements being sent to the small cities.
12. Jim Holzer will send new private facilities message.

Revisit of Financial Report

Report of audit committee review of financial statements and have found them to be in order. Audit committee members include Ed Williams and Perry Oberg. Mark Dougherty made a motion to accept the committee report. Seconded by Dennis Kellar. There being no further discussion Chair Ness called the question. Ayes all, motion carried.

Other Business

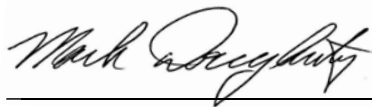
Don Nett reported the laptop he uses is getting very out of date and we should consider replacing. Perry Oberg made a motion for Don Nett to obtain a new laptop. Ed Williams seconded the motion. Being no further discussion Chair Ness call the question. Ayes all, motion carried.

Meeting adjourned.

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

Submitted by Mark Dougherty, Secretary

Ron Ness, Chairman

Signature:  _____

Signature:  _____

Date: 04/26/2007

Date: 05/10/2007