

North Dakota One-Call Board of Directors Meeting

Meeting Date: May 10, 2018

The meeting was called to order by Don Frye at 10:01 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
Richard Brieley – Oil/Gathering
Carey Burke – Excavators

Mike Schoepp – Gas/Pipelines
Dale Robbins – Cable Television
Brenda Derrig – Cities over 5000 (Via – Phone)
Ron Ness – Electric

Board Members Absent: Jerry Blomeke - Rural Water

Others Present:

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative
Frank Planton - One Call Concepts Connie Schmidt - One Call Concepts
Victor Schock - ND PSC Pat Fahn – ND PSC
Scott Overson – OSHA John Young – OSHA
Dinah Roberson – AGC of ND

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 with the addition of 13 c Overhead Line Items. Dale Robbins moved to approve the agenda. Mark Dougherty 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 February 8, 2018 meeting were presented for review and comment to the Board of Directors. Ron Ness moved to approve the minutes with the corrections. Brenda Derrig seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Board Positions: Brooks, Mike, Don and Brenda's board positions have reached the end of their term.

Nominating Committee Report: Rich reported that he and Jerry have contacted all the board members and they are all willing to stay in their positions.

Recommendation of officers as noted below:

Chair	Don Frye representing Cities under 5,000 populations
Vice- Chair	Brooks Goodall representing Telecommunications
Secretary	Brenda Derrig representing Cities over 5,000 populations
Treasurer	Mike Schoepp representing Gas & Oil

Rich made a motion to approve the nominating committee's report. Dale Robbins seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Audit Report: Mike Schoepp presented the 2017 Audit report. Brenda Derrig moved to accept the audit report. Richard Brieley seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Financial report:

The financial summary for January through March, 2018 was submitted as follows:

Total Income	\$13,507.59
Total Expenses	\$48,202.96
Net Income	(\$34,695.37)
Total Checking/Savings	\$482,745.89

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

Gift Presentation: Mark Dougherty will be retiring from the board after 17 years. The board presented Mark with a gift for his years of service on the ND One Call board.

Approval of Bills:

Ryan Schmaltz presented the expenses for payment for the period of January, February and March 2018, the truck expense total of \$9,953.56 and advertising expenses for the amount of \$40,139.62. Dale Robbins moved to approve payment of expenses as presented. Motion was seconded by Mike Schoepp. There being no further discussion the motion was called. Ayes all, motion was approved.

NDCGA:

- a.) **Summit:** Rich reported on the final wrap up on the financial situation. He was informed by the chairman and treasurer of the NDCGA board the bill from the Bismarck Event Center was \$24,000.00 instead of the previously stated of \$14,000.00. Which left them with a shortfall of about \$9,000.00. The CGA board is asking for additional financial support from the ND One Call Board. Dale Robbins moved to provide the amount of \$5,000.00 contingent on NDCGA exhausting all other options to secure additional funds. Motion was seconded by Richard Brieley. There being no further discussion the motion was called. Roll call vote ayes Dale, Brooks, Mike, Rich and Brenda. No votes Don, Ron and Mark. Motion was approved.
- b.) NDCGA's last meeting was at the summit. The next meeting will be held tentatively on May 24, 2018 at Cass County Electric.

PSC – Report:

- a.) **Enforcement cases update:** There are 20 OCC unpaid 811 fee cases open cases older than 2017. One case for 2017 against Century Link for failure to do positive response. There are 23 cases total.
- b.) The positive response issue was discussed Victor suggested we monitor the companies that are non-compliant.
- c.) The final letters were sent out from PSC. Connie reported they are getting responses from some of the companies. Rich mentioned there are a lot of companies that are changing their names or the companies are sold and are not registering with the Secretary of State.
- d.) Other: OSHA – John Young and Scott Overson presented a handout with some of the OHSA standards which would also help with keeping companies in compliance. OSHA's concerns are for the safety of the workers. Both OSHA and the ND PSC have the same goal. OSHA suggested PSC contact them if they have issues with contractors that are non-compliant. They could go out immediately and deal with the non-compliant contractor.

Center Operations Report:

- a.) **Dash Board Report:** Connie compared the January through April 2017 to so far in 2018 we are down about 6,000 inbound tickets. Our inbound to outbound ratio is 5 to 1 so about 30,000 down on our outbound transmissions. May volumes we are definitely seeing an increase. They are seeing a lot of homeowners calling in now. They are gathering information so they can add a new message at the back end of the call to address some of the questions that are coming up. ITIC percentages – North Dakota is almost at 78% which is great but they are still working on some strategies to get the percentage even higher. They are going to implement a program for every ticket you call in your name will go in for a drawing for a Home Depot gift card. Ryan also came up with an interactive ITIC training session for new users. He presented a small demonstration of the training to the board.

- 1.) **Base Map Redraw:** It will be replaced by the end of March 2018 for a cost of \$5,000.00 for 21 counties in North Dakota with address and 911 information.
- 2.) **Fax Notification to Members:** They are down to 155 stations receiving faxes with no complaints – deadline will be December 31, 2018 to due away with completely.
- 3.) **Positive Response:** OCC prepared a report for Jan – April 2018 all utilities that have an active district code for positive response. AT&T has 292 tickets and have not statues any of them. They have sent letters and have gotten good responses.
- 4.) **811 North Dakota Plate Report:** The license plate could not be done because we are not a 501 (c) 3 corporation. Ryan is not giving up he is going to work on it to see if he can get it done.

Call center activity was as follows:

January to March 2018	2017	2018	% Increase
Incoming Tickets	12,277	11,988	-0.02354%
Outgoing Tickets	35,887	24,915	-0.30573%

The incoming tickets represented above for **2018** were split as follows:

Operators Calls	11.63%
Excavator Calls	85.59%
Homeowner Calls	2.78%

Types of locate requests were as follows for **2018**:

January to March 2018	% Total 2017
Routine	59.2%
Modify	3.6%
Respot	23.5%
Emergency	7.0%
Meets	0.4%
Survey	6.2%

b) Advertising Report:

The 2018 NDOC advertising expenditures as of May, 2018 are as follows:

Budget Items	Total to Date	Budget
Promotional Items	\$22,961.21	\$50,000.00
Trade Shows	\$36,985.00	\$18,000.00
Magazine & Other Print	\$9,240.60	\$17,000.00
Website	\$0.00	\$12,000.00
Radio	\$1,075.00	\$22,500.00
TV	\$6,530.18	\$90,500.00
UND/NDSU Games	\$1,354.00	\$30,000.00
Bill Board	\$ 0.00	\$10,000.00
NDOC Truck	\$8,120.314	\$10,000.00
Total of Items to Date	\$86,266.63	\$260,000.00

Ryan presented the advertising expenses compared to the budget with an YTD net of \$173,73337.

- 1) **Truck report:** The truck expense report was presented for the period of January through May 2018. The balance due to OCC for the period is \$9,953.56.

Ryan Schmaltz Report:

- 1) **Truck:** Ryan is extremely happy with the wrap on the new truck.
- 2) **Larks Update:** Program adds are set up. August 11, 2018 is 811 night Ryan will need help handing out the caps this year. Create a coloring book page and have a contest to win Larks tickets. July 28th the bike and the new vehicle will be in Bismarck for the game.
- 3) **State Fair:** We will not do the parade this year because we will not have the car or bike. The 811 day is July 27th he is finalizing the details. As of now he has 15 sponsors. Gateway to Science will be there again this year.
- 4) **Excavator Banquets 2018:** Ryan finished up with the banquets this week May 8th at Bismarck. Attendance for 2018 was at about 150 to 175. The meetings went very well this year.
- 5) **Other:**

Old Business:

- a) **February 6th OCC Invoice:** Mark Dougherty moved to approve payment of the invoice as presented. Motion was seconded by Brenda Derrig. There being no further discussion the motion was called. Ayes all, motion was approved.
- b) **4th Status Item-Ron/Connie:** We have 3 status items Marked, Cleared and in Progress. Discussion was opened to create a new status item. Richard Brieley moved to put on a 4th status item- No locate, spoke to excavator, excavation completed and review at the August meeting and make a decision at the November meeting. Motion was seconded by Mark Dougherty. There being no further discussion the motion was called. Ayes all, motion was approved.
- c) **Utilities with Multiple Facilities -Frank:** Companies like MDU have multiple facilities on the same ticket and only having the ability to status one-OCC can do this - they would set up a "copy to district" which would allow a separate line on each ticket for every type of facility that they would be statusing. It would have to be the same notification boundary for all the district codes you are statusing, it would have to be announced to the callers and would show up on the ticket only one ticket would be sent out to your locating company. Then they could go on the positive response system and post separate statuses for each one of the districts codes. No additional billing to them.
- d) **Other:** OCC Tech Conference in Miami - September 25 -27, 2018. Dale, Mike, Richard, Ron and Brenda are interested in attending.

New Business:


- a) **Sponsorship for Vehicle Wraps:** The utilities have a truck that they were wondering if the board would be interested in sponsoring a truck wrap for their vehicle. The board feeling is to decline the request.
- b) **Action Items:**
 - May 10, 2018**
 - CGA Funding - Kevin
 - 4th Status Item – review usage
 - Miami Tech Conference
 - State Fair Report
 - Larks 811 night – August 9th Meeting
 - Excavator Banquet -Update
- c) **Other: Overhead Line crossings:** Josh Kramer with NDREC asked if we can incorporate overhead line crossings in the OCC system? After some discussion it was decided it is not NDOC responsibility to locate overhead line crossing.

Upcoming Meetings:


<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
August 09, 2018		Regular	Capital Electric Co-Op Board Room
November 08, 2018		Regular	Capital Electric Co-Op Board Room
February 14, 2019		Regular	Capital Electric Co-Op Board Room
May 09, 2019		Regular	Capital Electric Co-Op Board Room

There being no further business to come before the board Mark Dougherty made a motion to adjourn Dale Robbins seconded. The meeting was adjourned at 1:29 PM.

Submitted by:
Brenda Derrig, Secretary

Signature: 
Date: 8-9-18

Don Frye, Chairman

Signature: 
Date: 8-9-18