

North Dakota One-Call Board of Directors Meeting

Meeting Date: February 11, 2021

The meeting was called to order by Don Frye at 10:00 AM at AGC of North Dakota Training Room, 422 North 2nd Street, Bismarck, ND.

Board Members Present:

Don Frye – Cities under 5000

Richard Brierley – Oil/Gathering

Carey Burke – Excavators

Derek Weigel – Cable Television

Ron Ness – Electric

Board Members Present Via phone:

Brooks Goodall – Telecommunications

Brenda Derrig – Cities over 5000

Jerry Blomeke – Rural Water

Board Members Absent: Mike Schoepp – Gas/Pipelines

Others Present:

Ryan Schmaltz - One Call Concepts/ND One Call Board Representative

Frank Planton - One Call Concepts (Virtual) Connie Schmidt - One Call Concepts (Virtual)

Victor Schock - ND PSC(Virtual) Dinah Roberson – Accounting

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. Richard Brierley moved to approve the agenda. Carey Burke 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 November 12, 2020 meeting were presented for review and comment to the Board of Directors. Jerry Blomeke moved to approve the minutes with corrections. Brooks Goodall seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Financial report:

The financial summary for July through September 2020 was submitted as follows:

Total Income	\$ 217,302.36
Total Expenses	\$264,748.62
Net Income	-\$47,446.26
Total Checking/Savings	\$176,380.60

Ron Ness moved to accept the financial report. Derek Weigel seconded the motion. There being no further discussion the motion was called. Ayes all, motion was approved.

Approval of Bills:

Ryan Schmaltz presented the expenses for payment for the period of October, November and December 2020, the truck expense total of \$2,840.28 and advertising expenses for the amount of \$45,759.87. Richard Brierley moved to approve payment of expenses as presented. Motion was seconded by Carey Burke. There being no further discussion the motion was called. Ayes all, motion was approved.

PSC – Report:

Enforcement cases update: There are 7 cases open for 2017 or older. 2018 has 1 open cases. There are 2 cases for 2019, 24 cases for 2020 and 1 case for 2021 for a total of 35.

Notable Events: The board discussed HB 1059 which is still going through the legislative process. Some of the changes they are working on are 1) Excavator must call 911 immediately, 2) Notify the pipeline operator immediately and 3) Notify the state unified spill reporting system within 24 hours. They are looking at making some changes when it reaches the Senate. Ryan will keep the board posted as the process continues.

Staff Comments: Victor will be speaking at a virtual Tree Promotion Meeting March 10 - 12, 2021. Ryan will send a canned presentation to be presented at the meeting.

Center Operations Report:

Dash Board Report: Connie reported.

Inbound Tickets: Inbound YTD tickets have surpassed the previous year.

Outgoing tickets: Outgoing tickets dropped but the ratio was 4.98%. A number of things contributed to the downward trend. The pandemic, the weather and excavators combining tickets. January 2021 incoming calls are down about 1,400 which is also reflected in the outgoing calls which are down 11,000. Because of the downward trend the board would like OCC to generate a separate report to be e-mailed to the board of the locations, dates and times.

Next item for discussion was multiple facility ticket. Each facility on the ticket is billed on a separate ticket.

NXT Update: Connie sent out a report yesterday afternoon with the new enhancements. The first one being the driving directions putting some space between the location of work and the Google driving directions have that went live yesterday. Second is the use of the polygon or the other tool if the tool is used on NXT the user is required to enter the primary fields which is the address street, cross street and location of work field on every ticket. It addresses the concern that was brought up about the marking instructions being the same or very similar on all the tickets. The third enhancement is the parcel tool. When this tool is used the user needs to identify all sides of the polygon. All three of the enhancements went live yesterday.

ITIC Update: ITIC was officially turned off as of January 3, 2021.

Call center activity was as follows:

January to December 2020		2019	2020	% Increase
Incoming Tickets		169,131	180,171	0.06527%
Outgoing Tickets		937,350	900,130	-0.03971%

The incoming tickets represented above for 2020 were split as follows:

Operators Calls	11.65%
Excavator Calls	78.25%
Homeowner Calls	10.10%

Types of locate requests were as follows for 2020:

January to December 2020	% Total 2020
Routine	80.3%
Modify	3.1%
Respot	12.1%
Emergency	2.4%
Meets	.2%
Survey	1.8%

Advertising Report:

Truck report: The truck expense report was presented for the period of October through December 2020. The balance for the period is \$2,840.28. The first quarter in 2021 will be higher because the truck wrap will be included.

Media Agency Report: Ryan presented the MABU advertising plan. One of the highlights is that one of our ads won first of the Addy award. They created some new story boards for NDOC as they did last year. Ryan will send out the information to the board as requested.

The NDOC YTD advertising expenditures as of December 2020 are as follows:

Budget Items	Total to Date	2020 Budget
Promotional Items	\$46,866.11	\$50,000.00
Trade Shows	\$61,488.90	\$55,000.00
Magazine & Other Print	\$8,000.00	\$17,500.00
Website	\$24,300.01	\$23,304.00
Radio	\$11,550.00	\$20,500.00
TV	\$89,970.80	\$72,696.00
UND/NDSU Games	\$0.00	\$16,000.00
Bill Board	\$ 0.00	\$0.00
NDOC Truck	\$9,798.93	\$10,000.00
Total of Items to Date	\$254,974.75	\$265,000.00

Ryan presented the advertising expenses compared to the budget with a YTD net of \$10,025.25.

Ryan Schmaltz Report:

- 1) **2020 Excavator Banquets:** After some discussion the board felt the banquets should be done virtually. There were 3 cities that inquired about in person meetings and as per the board's decision Ryan informed them, he would be doing virtual meetings this year. Ryan sent a copy of the training information to the board for their review. He also shared that he will be able to do tracking of the people taking the class through google analytics.tracking. Ryan also shared some of the highlights of the training video. With the board's approval he will ready send out the video system wide by the end of February.
- 2) **Baseball Partnerships:** Big Sticks, Dickinson - this we will be in the third year working with them. The NDOC night will be Saturday July 24th. The Bismarck Larks NDOC night is set for Wednesday August 11th. Red Hawks - Minot, we have a three-year contract with them. The board had to make a decision on whether or not to do 1) nothing, 2) Flex Pack or 3) a suite. The board decided to have the \$1000.00 deducted and not do any of the options.

Old Business:

- 1) **OCC User Group Meeting:** Palm Springs, CA, September 21, 2021
- 2) **CGA 2021 Conference:** Orlando, FL, March 2-5, 2021
- 3) **Excavation Conference:** Virtual this year. March 23-25, 2021
- 4) **Updating Handbooks:** Ryan stated we will need to wait to see if there are any law changes prior to going to print. Ron, Carey and Ryan are still working on the changes that need to be made in the booklet. There was discussion about Columbus Day at this time it is listed on the website and in the booklet as a holiday but the state does not recognize it as a holiday. Carey Burke made a motion NDOC to adopt the official state holidays. Richard Brierley seconded the motion. After further discussion the motion was called. Nays all, motion denied.
- 5) **2021 Budget:**

Budget Items	Proposed	Approved 2021 Budget
Promotional Items	\$40,000.00	\$40,000.00
Trade Shows	\$46,800.00	\$46,800.00
Print	\$7,000.00	\$7,000.00
Website	\$23,500.00	\$23,500.00
Radio	\$11,600.00	\$11,600.00
TV	\$68,100.00	\$68,100.00
UND/NDSU Games	\$0.00	\$0.00
NDOC Truck	\$15,000.00	\$15,000.00
Total of Items to Date	\$212,000.00	\$212,000.00
		\$220,000.00

New Business:

- a) **Board Positions:** Carey Burke, Mike Schoepp and Richard Brierley's terms are ending in 2021.
- b) **Nominating Committee for officers:** Don asked for volunteers for the nominating committee, Richard and Carey volunteered to form the committee.
- c) **State Fair 2021:** Ryan has reached out to all the previous sponsors from 2019 about 80% have agreed to sponsor again in 2021. July 30, 2021 will be 811 day. The board agreed to move forward with 811 day.

Action Items:

February 11, 2021

- 2020-2021 Budget - Ryan
- Message Change
- Legislature – Law Changes
- Banquets and Training
- Baseball Partnerships
- State Fair
- Nominating Committee

Other: Ryan stated Multiple facilities on one ticket was discussed at the meeting May of 2018.

Companies have multiple facilities on the same ticket and only having the ability to status one for that utility. To do this they would set up a copy to a district which would allow separate line for each ticket for every type of facility that they would be statusing. They would have a copy to code, it would have to be the same notification boundary for all district codes you are statusing. It would have to be announced to callers and would show up on the ticket, only one ticket would be sent out to your locating company. It would go on the positive response system and post separate statusing for each one of the district codes. No additional billing to them.

So that is where we are not separating it into a separate code. It is a copy of the code, as long as the boundaries are the same there is only one ticket sent to the locator it is not sent to all the facilities. So, there is only one ticket.

Upcoming Meetings:

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
May 13, 2021	10:00	Regular	Capital Electric Co-Op Board Room
August 12, 2021	10:00	Regular	Capital Electric Co-Op Board Room
November 11, 2021	10:00	Regular	Capital Electric Co-Op Board Room
February 10, 2022	10:00	Regular	Capital Electric Co-Op Board Room

There being no further business to come before the board Ron Ness made a motion to adjourn Derek Weigel seconded. The meeting was adjourned at 12:05.

Submitted by:
Brenda Derrig, Secretary

Signature: B. Derrig
Date: 5-13-2021

Don Frye, Chairman

Signature: Don Frye
Date: 11-18-21