

# **North Dakota One-Call Board of Directors Meeting**

**Meeting Date: August 11, 2017**

The meeting was called to order by Don Frye at 12:55 pm at the Capital Electric Co-Op Board Room, 4111 State Street, Bismarck, ND.

**Board Members Present:**

Don Frye – Cities under 5000  
Brooks Goodall – Telecommunications  
Jerry Blomeke - Rural Water  
Brenda Derrig – Cities over 5000  
Richard Brieley – Oil/Gathering

Mike Schoepp – Gas/Pipelines  
Ron Ness – Electric  
Mark Dougherty – Excavators  
Dale Robbins – Cable Television

**Board Members Absent:** None

**Others Present:**

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative  
Jim Holzer - One Call Concepts  
Brian Kroshus – ND PSC  
Connie Schmidt (Via phone)

Victor Schock - ND PSC  
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. Mark Dougherty moved to approve the agenda. Dale Robbins 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 May 11, 2017 meeting were presented for review and comment to the Board of Directors. Jerry Blomeke moved to approve the minutes as submitted. Brenda Derrig seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

**Financial report:**

The financial summary for January through June 30, 2017 was submitted as follows:

Total Income	\$22,370.23
Total Expenses	\$122,060.87
Net Income	(\$99,690.64)
Total Checking/Savings	\$631,678.83

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

**Approve Bills:**

Ryan Schmaltz presented the current truck expenses and advertising expenses for payment which include the months of April, May and June. 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.

**North Dakota One Call, Inc. By Laws Proposed Amendments (Second Reading):**

Jerry Blomeke moved to approve the proposed amendments to the North Dakota One Call, Inc. By Laws as presented at this meeting and the May 5, 2017 meeting of the Board of Directors. Brooks Goodall seconded the motion. There being no further discussion the motion was called. Motion was approved by a unanimous vote.

**New Board Member:** Don Frye introduced Richard Brieley as a new board member representing oil/gas transmission or gathering line operators to the board of directors.

**NDCGA:**

- a) There was a CGA meeting held July 27, 2017. Corrine with OCC creative team was there and went over all the details including speakers, vendors and sponsors.
- b) The 2017 summit will be held January 31, 2018 through February 1, 2018 Kevin and Ryan will be working on the class schedule. The summit committee is meeting every 3<sup>rd</sup> Thursday of the month via phone. We have good participation from MDU and One Oak. Things are going very smoothly. The board offered suggestions on some of the topics for the classes being offered at the summit.
- c) CGA's 3<sup>rd</sup> quarter meeting report: Discussed the one call law changes, state fair and summit update.
- d) Richard reported there are two CGA Board positions opening. Kevin and Dinette's terms are up in November and are looking for anyone that would be interested in being on the CGA board.

**PSC – Report:**

Victor welcomed Commissioner Brian Kroshus.

**Enforcement cases update:** There are no new cases to report and 4 cases for 2017 are in negotiations for potential settlement agreements. All cases against Denbury Onshore have been dismissed due to lack of evidence. They were put on notice that the evidence will be abundant if there are future issues with locating their facilities.

There was discussion by the board as to when and who should file a complaint against companies that do not do locates as required by law. Victor encourages everyone to file complaints against any violations. OCC will work with creative to set a tab on the 811 website for easier access to file a damage complaint.

**Center Operations Report:****a) Dash Board Report**

Ryan and Jim reported incoming ticket numbers for July are down from last year. Processing time is up a little due to the questions about the new law changes. Receipt Methods ITCI is just over 70% - people just need to talk to someone. YTD ITIC numbers are at 68.5 %. Connie mentioned that they want to track the survey and positive response tickets.

Call center activity was as follows:

<b>January to June 2017</b>	<b>2016</b>	<b>2017</b>	<b>% Increase</b>
Incoming Tickets	82,746	72,489	-12.4%
Outgoing Tickets	454,651	412,419	-9.2%

The incoming tickets represented above for 2017 were split as follows:

Operators Calls	12.32%
Excavator Calls	78.14%
Homeowner Calls	9.54%

Types of locate requests were as follows for 2017:

<b>January to June 2017</b>	<b>% Total 2017</b>
Routine	83.8%
Modify	3.3%
Respot	9.9%
Emergency	2.1%
Meets	.9%

**b) Advertising Report:**

The 2017 NDOC advertising expenditures as of July 30, 2017 are as follows:

<b>Budget Items</b>	<b>Total To Date</b>	<b>Budget</b>
Promotional Items	\$51,085.54	\$50,000.00
Trade Shows	\$7,095.00	\$18,000.00
Magazine & Other Print	\$6,929.45	\$17,000.00
Website	\$5,886.38	\$12,000.00
Radio	\$13,631.00	\$22,500.00
TV	\$70,409.90	\$90,500.00
UND/NDSU Games	\$0.00	\$30,000.00
Bill Board	\$ 0.00	\$10,000.00
NDOC Truck	-\$246.63	\$10,000.00
Total of Items to Date	\$154,790.64	\$260,000.00

- 1) Ryan presented the advertising expenses compared to the budget with an YTD net of \$105,209.36.
- 2) **Truck report:** The truck expense report was presented for the period of January to June 2017. The balance due to OCC for the period is \$458.29.
- 3) **Lark Sponsorship:** Ryan shared the NDOC advertising at the games has been wonderful. Ryan had the hats available for the board and asked for volunteers to distribute them at the game. The car and bike at the game on the 24<sup>th</sup> was a huge success. The Lark Sponsorship has been great advertising for NDOC.

**Ryan Schmaltz Report:**

- 1) **State Fair** - Ryan stated the parade at the State Fair went awesome. We had a parade float with the NDOC pickup pulling a trailer with the motor cycle, next was Jimmy driving the OCC Corvette, followed by, Jimmy's truck pulling the OCC trailer (billboard). There were about 20 people passing out candy and handouts. The board agreed because of the huge effort by the Schmaltz family has put into the promotional activities they would like to do something for the family. To that end Mark will work with Ryan to get something the family will enjoy. The 811 day went very well this year was probably the best of the three years. The Gateway to Science was very engaging for the children.
- 2) **Truck Lease:** Ryan updated the board on the truck lease. He has checked with Ford and they are offering a spot at the fair if we lease through them. He also shared ideas on the wrap for the new truck. He will have more information at the November meeting.

**Old Business:**

- a) **November Board Meeting Location:** Ryan will check availability at Capital Electric Coop for the November meeting. Jerry Blomeke moved to change the meeting location permanently to Capital Electric Coop. Motion was seconded by Mark Dougherty. There being no further discussion the motion was called. Ayes all, motion was approved.
- b) **OCC User Group Meeting:** Reminder that the OCC user group meeting is September 19-21, 2017. There will be approximately six board members that will be attending.
- c) **Staffing Change:** Effective January 1, 2018 Dinah will be retiring from AGC of ND. Dale Robbins moved that NDOC negotiate a new administrative contract with Dinah Roberson and bring to the board at the next meeting for approval. Motion was seconded by Mark Dougherty. Don and Dinah will meet to go over the details of a new contract and bring to the board at the November meeting.
- d) **Other:**

**New Business:**

- a) **Updated Handbook:** The handbook is almost ready for print. After all the changes are approved Ryan will order 8,000 to 10,000 books. A lot of people are downloading on their phone.
- 1) Positive response tickets were discussed; Jim suggested monitoring it for a time to see what kind of compliance we get and then turn around and send notification to the people that are not responding.
  - 2) Another complaint is the three block limit. It is though for OCC to do an ITIC based on a block so systems uses an average length of a city block, which is usually 311 feet, times 3 which is equal to 933 feet. The board requested systems change the length to 1,000 feet.
  - 3) The last concern is the 48 hour time limit. Law states that it begins at 12:01AM the following day and excludes weekends and holidays. Legislative intent was to give them 2 full days to locate. After some discussion the board decided to leave in place until PSC gets an opinion.

**b) Action Items:**

**August 11, 2017:**

- Follow up Truck Lease –Ryan
- Summit – Ryan
- Handbook/Law Changes
- OCC User group report
- Positive response
- Meeting Location
- Staffing – Don & Dinah
- Y-T D Financial Report – Dinah

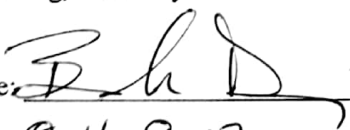
**Upcoming Meetings:**

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
November 9, 2017	10:00 AM	Regular	Capital Electric Co-Op Board Room
February 8, 2018		Regular	Capital Electric Co-Op Board Room
May 10, 2018		Regular	Capital Electric Co-Op Board Room
August 09, 2018		Regular	Capital Electric Co-Op Board Room

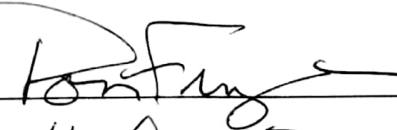
There being no further business to come before the board Dale Robbins made a motion to adjourn Richard Brieley seconded the meeting was adjourned at 3:20 PM.

Submitted by:

Brenda Derrig, Secretary

Signature:   
Date: 11-9-17

Don Frye, Chairman

Signature:   
Date: 11-9-17