

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

**Meeting Date: February 11, 2016**

The meeting was called to order by Chair Don Frye at 10:05 am at the NDARC Board Room, 3201 Nygren Dr. NW, Mandan, ND.

## **Board Members Present:**

Don Frye – Cities under 5000 – Chair  
Dale Robbins – Cable Television – Vice-Chair  
Mike Schoepp – Gas/Pipelines – Treasurer  
Brenda Derrig – Cities over 5000 – Secretary

Jerry Blomeke - Rural Water  
Brooks Goodall – Telecommunications  
Mark Dougherty – Excavators  
Ron Ness – Electric

**Board Members Absent:** None

## **Others Present:**

Ryan Schmaltz – One Call Concepts/ND One Call Board Representative  
Connie Schmidt - One Call Concepts  
Susan Lynch - One Call Concepts  
Carlee Mcleod ND Common Ground Alliance  
Kevin Archer – Whiting Oil –NDCG President  
Dina Edwards – NCC – NDCG Finance  
Dinah Roberson – AGC of ND/Accounting Rep

## **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. Dale Robbins moved to approve the agenda. Mike Schoepp 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, 2015 meeting were presented for review and comment to the Board of Directors. Mark Dougherty moved to approve the minutes as submitted. Brooks Goodall seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

### **Financial report:**

The financial summary for January through December 2015 was submitted as follows:

Total Income	\$361,296.82
Total Expenses	\$277,978.75
Net Income	\$ 83,318.07
Total Checking/Savings	\$671,336.74

Dale Robbins 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.

### **Approve Bills:**

Ryan Schmaltz presented the current advertising expenses for payment which include the months of October, November and December as well as the truck expenses for the same period. Jerry Blomeke moved to approve payment of advertising expenses as presented. Motion was seconded by Mike Schoepp. There being no further discussion the motion was called. Ayes all, motion was approved.

**PSC – No report**

## Center Operations Report:

Call center activity was as follows:

<b>January – December</b>	<b>2014</b>	<b>2015</b>	<b>% Increase</b>
Incoming Tickets	223,805	219,180	-2.0%
Outgoing Tickets	1,188,287	1,137,449	-6.3%

The incoming tickets represented above for 2015 were split as follows:

Operators Calls	8.5%
Excavator Calls	82.4%
Homeowner Calls	9.2%

Types of locate requests were as follows for 2015:

<b>January – December 2015</b>	<b>% Total 2015</b>
Routine	84.4%
Modify	3.0%
Respot	10.2%
Emergency	2.0%
Meets	.4%

Connie reported the average processing time is down due to ITIC use for December at 70% and annually at 68%. A copy of an invoice with the new verbiage was distributed. It includes a link to the tickets associated with the invoice, a due date and also indicates the volume rebate.

## ND Common Ground Alliance:

Danette Welsh was unable to attend today's meeting. Carley McCloud did a presentation on the CGA Safety Summit. The summit will coincide with the ND/SD Pipeline Association and Digger Dinner in Minot. At this time they have seven committed sponsors for the event. There was discussion about a PHMSA grant to help fund the event, which would have been a possibility, but it is too late to apply for the grant this year. Ryan stated attendance at the summits are normally not well attended the first year but typically get better every year. He also said to have 300 attend would be successful. The NDCGA presented the board with a projected budget based on 600 attendees indicating expenses of \$65,700.00 with estimated income to date of \$23,750. The summit is free to everyone therefore they are asking the board for funding for the event. Jerry made a motion to agree to underwrite the summit in the amount of \$20,000.00 up front remaining money above and beyond the \$20,000.00 would require invoices. CGA will provide invoices for the upfront money noting where the money was spent. Motion was seconded by Dale Robins. Ayes all, motion approved.

## Advertising Report:

The 2015 NDOC advertising expenditures are as follows:

<b>Budget Items</b>	<b>Total To Date</b>	<b>Budget</b>
Promotional Items	\$26,430.72	\$27,000.00
Magazine & Other Print	\$15,578.80	\$15,000.00
Website	\$5,732.14	\$8,100.00
Trade Shows	\$6,666.75	\$8,000.00
Radio-Billboard-TV Advertising	\$160,043.33	\$151,900.00
Total of Items to Date	\$214,451.74	\$210,000.00

The 2015 NDOC Radio-Billboard-TV advertising expenditures are as follows:



<b>January – July</b>	<b>Total 2015</b>
Radio	\$43,929.60
Billboard	\$16,500.00
TV	\$78,937.80
Movie Theater	\$11,507.52
NDOC Vehicle	\$9,168.41

#### **OCC (Ryan Schmaltz) Report:**

- 1) ND Living goes out monthly to 90,000 homes Ryan will pull out \$9,000.00 of the Ag Magazines funding and will go under ND Living at a reduced rate.
- 2) Ryan reported the he ordered water bottles, cutting boards, spatulas, contractor pencils and glow in the dark tattoos.
- 3) Excavator/Digger dinners are being scheduled in Fargo, Wahpeton and Langdon. Coolers have been ordered.
- 4) Summit Report covered above.
- 5) 811 Day at the 2016 State Fair Scheduled for July 29, 2016.
- 6) UND Hockey Game: The game is scheduled for March 5, 2016 we still have tickets available. Hats and scarfs with our logo are in and stored in Grand Forks they will be given away at the entrance and thrown out by the cheerleaders during the game.
- 7) Language on Excavator Tickets: The board was presented with two options of the language to be put on the excavator ticket for flag removal. The Board opted for Option #1 to replace excavator with ticket holder.  
**#1 - Per North Dakota Century Code 49-23-05, paragraph 3, it is the responsibility of the ticket holder to remove all tangible marking material (ex - pin flags) upon completion of the excavation. Any excavator that fails to comply is subject to penalties and fines up to \$25,000.**
- 8) ND County Parcel Data: OCC is trying to get Parcel Data from all the counties in the state in order to keep the mapping system updated with the most accurate information available. Some counties are using a private entity to do parcel data. OCC was informed by them that there would be \$3,000 to \$4,000 per county cost to get the information. Ryan spoke to one of the counties and explained we do not charge anyone a fee for the information, the price was reduced to a processing fee of \$300.00 for each county. OCC is requesting the board pay the processing fees. Dale Robins moved to approve payment of \$300.00 for ND County Parcel Data as presented. Motion was seconded by Jerry Blomeke. There being no further discussion the motion was called. Ayes all, except Ron Ness, motion was approved. The board asked that OCC report back on how many counties we have to pay the fee for and they will also monitor the usage in those areas.

#### **Old Business:**

- a) Ticket Rebate: The Board was presented with a copy of the proposed rebate options levels.
- b) Budget Surplus: Don Frye, Mike Schoepp and Mark Dougherty met prior to the meeting to look at the budget surplus. We are now giving a .10 discount. If we increase that to .20 at 1,000,000 tickets that would bring down our surplus by \$200,000.00. On average the board makes \$75,000.00 per year. The proposal was that the financials be set up in a way to make all the income and expense line items more detailed so we know where the revenue is generated from. Mark made a motion to delay the ticket rebate or discount and budget surplus levels until the next meeting. Motion was seconded by Jerry Blomeke. There being no further discussion the motion was called. Ayes all motion approved.
- c) Interim Legislative Committee/One Call Industry Committee meeting: Mark presented a report and updated everyone on the several key issues that are being looked at for the next meeting.
- d) Truck Expense Invoices: Detail of all receipts will be on file at the AGC Office for review.
- e) We will not be applying for a grant at this time in order to do so you need a damage prevention program. We are not an agency.
- f) National CGA Conference Las Vegas March 8-10, 2016 Don & Ron will be attending. Don will be attending the Tech Conference in Boston the second week of October 2016.
- g) All action items have been addressed.

**New Business:**

- a) **Audit for 2016:** We will use JD Associates for the 2016 Audit. Dinah reported items requested by JD Associates have been submitted.
- b) **Nominating Committee for 2016:** Terms will end for Dale and Don they both agreed to remain on the board for another term. The Brenda/Secretary and Mike/Treasurer agreed to remain in the positions on the board.
- c) **Action Item Review:**

**February 11, 2016 Action Items:**

- \$20,000.00 paid to Common Ground Alliance & Conference - Invoices
- Board - Proposal Budget Surplus – Committee (Don, Mark & Mike)
- Election of Officers

**Upcoming Meetings:**

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
May 12, 2016	10:00 AM	Annual	NDAREC Board Room
August 11, 2016	10:00 AM	Regular	NDAREC Board Room
November 10, 2016	10:00 AM	Regular	NDAREC Board Room
February 9, 2017	10:00 AM	Regular	NDAREC Board Room

There being no further business to come before the board Dale Robbins made a motion to adjourn Mark Dougherty seconded the meeting was adjourned at 1:20PM.

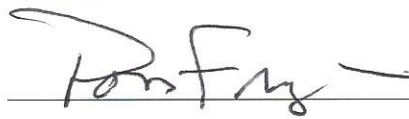
Submitted by:

Brenda Derrig, Secretary

Signature: 

Date: 5-12-16

Don Frye, Chairman

Signature: 

Date: 5-12-16