North Dakota One-Call
Board of Directors Meeting

Meeting Date: August 11, 2023

The meeting was called to order by Don Frye at 10:00 AM at Capitol Electric Co-Op Board Room, 7401 Yukon Drive, Bismarck, ND.

Board Members Present:

Don Frye – Cities under 5000
Carey Burke – Excavators
Don Johnson – Oil/Gathering
Mike Schoepp – Gas/Pipelines
Brenda Derrig – Cities over 5000
Ann Broussard – Rural Water
Cole Johnson – Electric
Derek Weigel – Cable Television

Board Members Present Via phone: None
Board Members Absent: Brooks Goodall – Telecommunications

Others Present:
Ryan Schmaltz - One Call Concepts/ND One Call Board Representative, Connie Schmidt - One Call Concepts, Kim Boyd - One Call Concepts, Frank Planton - One Call Concepts, Dan Florenzo - One Call Concepts, Konrad Crockford – NDPSC and Dinah Roberson
Others Present Via Phone: None

Roll Call:
Introductions were made, board members and others present are listed above. The board thanked and recognized Brenda Derrig for her 16 years of service on the NDOC board.

Agenda:
The agenda for the meeting of the North Dakota One Call Board of Directors was presented and approved. Brenda Derrig moved to approve the agenda. Ann Broussard 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, 2023, meeting were presented to the Board of Directors for review and comment. Carey Burke moved to approve the minutes as presented. Mike Schoepp 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 2023 was submitted as follows:

Total Income	$75,604.51
Total Expenses	$169,322.88
Net Income	-$93,718.37
Total Checking/Savings	$34,873.19

The Annual Financial Audit was also presented for approval.

Mike Schoepp moved to accept the annual audit report. Ann Broussard seconded the motion. After some discussion the board decided to think about a surcharge to increase the cash flow. 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 April through June 2023: the truck expense total

of $5,028.00; advertising expenses for the 2nd Quarter 2023 of $9,293.92 and for the month of July $30,657.68. Brenda Derrig moved to approve payment of expenses as presented. Motion was seconded by Don Johnson. There being no further discussion the motion was called. Ayes all, motion was approved.

PSC – Report:

Enforcement Cases Update: Currently 10 open cases (9 received in mid-June 2023) in progress. The cases are primarily excavating without a locate.

Notable Events: The CY2022 PHMSA Audit is completed and waiting for results. Konrad presented the MABU report on Safe Digging Month campaign and highlighted some of the results showing the digital advertising is much more effective. Therefor he is looking at doing more digital next year. He also wanted to remind everyone as of August 1, 2023 dredging is now included under the definition of excavation used in N.D.C.C. Chapter 49-23.

Staff Comments: PSC participated in the 811 Day at the Fair. Commissioner Christmann and Haugen-Hoffart attended the event along with two staff members. He also reminded the board to let stakeholders know it is the responsibility of the individual/entity who called in the ticket to remove the marking materials per N.D.C.C. 49-23-05(3).

Center Operations Report:

Dashboard Report: Connie reported as of the month of July 2023 the ticket volume is down but for year to date it is flat. 2023 Outbound tickets at 437,866 vs. 2022 at 437,647. The year -to-date numbers are showing we are above our base for 2023 by 30,000.

Average Call Time: Average call duration dropped due to an announcement placed earlier in the year that was removed. The center is not getting as many questions which reduces the call time.

ITIC: The ITIC percentage is at 86% for the year - in 2022 it was at 83%

Base Year: It is looking like we will be receiving a payment this year.

Surcharge: Connie informed the board if they wanted to add the surcharge back on it would not be a problem it could be initialized as soon as December.

Call Center activity was as follows:

January to July 2023		2022	2023	% Increase
Incoming Tickets		85,399	86,505	+1.30%
Outgoing Tickets		102,468	103,387	+.050%

The incoming tickets represented above for **2023** were split as follows:

Operators Calls	10.60%
Excavator Calls	81.84%
Homeowner Calls	7.55%

Types of locate requests were as follows for **2023**:

January to July 2023	% Total
Routine	80.2%
Modify	3.4%
Respot	12.3%
Emergency	1.8%
Meets	0.2%
Survey	2.1%

Advertising Report:

The NDOC YTD advertising expenditures as of August 2023 are as follows:

Budget Items	Total to Date	2023 Budget
Promotional Items	$46,243.38	$50,000.00
Trade Shows/Sponsorships	$55,954.49	$60,600.00
Magazine & Other Print	$1,248.00	$4,000.00
TV/Radio/Digital Advertising	$71,979.93	$95,400.00
NDOC Truck	$5,506.75	$10,000.00
Total of Items to Date	$180,932.55	$220,000.00

Ryan presented the advertising expenses compared to the budget with a YTD net of $39,067.45. Ryan also presented the MABU report and pointed out some of the highlights of the things we are doing this year.

Ryan Schmaltz Report:

Media Agency Report: Ryan presented the MABU report through the month of July.
2024 Excavator Banquets: Completed for the year. We are waiting for one company to pay. Ryan spoke to NPPA about the 2024 Banquets they had good things to say. Looking at doing more for 2024.
Baseball Partnerships: 811 Day at Minot Hot Tots is tonight August 11th. Bismarck Larks game is tomorrow night August 12th. The Dickinson Big Sticks game was June 9th.

Other: Truck: The truck lease is up in December so the board needs to make a decision at the November meeting.
Brenda Derrig moved to authorize Ryan to look at options related to a vehicle lease. Don Johnson seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Budget: A reminder that the 2024 budget will be discussed at the November meeting. Ryan is asking board members if they have any ideas to please let him know before then.
NXT/Enhancements: Removing the surcharge tag line on the invoice. As discussed at the May meeting, they have updated definition and explanation of lot lining as it shows up on the online tickets. It was done and implemented on July 11, 2023. Also, at this time they are working on changes on the locator ticket management system. They are in the older version now and are migrating into the new software. Don has been working with them giving them great suggestions to get the software up and running. They are also working on the error box issue and should have it ready soon.

Old Business:

Legislative Issues: Carey stated there is nothing new to report since May. She is planning on getting the coalition together sometime in September for further discussion. They are planning on meeting at least once a month through the winter. She has had a few people contacting her about some legislative issues, so there is need for the coalition to come together and look at these issues as well. Konrad also reported he is still working with PSC legal counsel on the clause in Century Code that states the Board will aid the state's attorneys in enforcement and prosecution of the one call law. PSC counsels' thoughts are that the board has the ability to initiate action on their own to change the Century Code. Konrad stated the PSC is looking to see if there is something that needs to be changed. Also noted was the fact that it needs to be addressed in the handbook as well.
OCC User Group Conference: Reminder that the meeting is September 26-28, 2023, in Albuquerque, NM. Dan Florenzo commented that the value of the meeting is that professionals like yourselves from all over the United States come together to make the event a success. Connie informed the board there are now four registered from North Dakota.
Call to Order App: Ryan has set up the board members with a trial run of the App. Some of the pros are the that the By-Laws and Century Code are readily available. Also, the dash board report will be uploaded with the most current information for the meetings. After going over some of the pros and cons of the system Don will put it in as an action item for the next meeting. Ryan will get the pricing before the next meeting. There

was also some discussion about the meeting minutes needing to be signed. Don will check with an attorney to see what the law states.

By-Laws Committee: Carey reported the committee (Carey, Don and Ann) met in May to go through the by-laws to review and update as needed. **(See By-Laws attached)**

Article I – Changing the mailing address.
Cole Johnson moved to approve the change to Article I Ann Broussard seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Article II – Adding a ninth member representing oil or gas transmission or gathering lines operators
Don Frye moved to approve the change to Article II Mike Schoepp seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Article III – Section 1 added Chapter 49-23-03.4 of the North Dakota Centuy Code, **Section 2** addressed the addition of the new board member, **Section 3** Election Qualifications-identifying a board representative is elected through the association/professional organization representing each participant group in the state. **Section 12** adding electronic signature and the action without a meeting be put into the minutes of the next quarterly board meeting.
Don Frye moved to approve the change to Article III Don Johnson seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Article IV – Change language to gender neutral
Ann Broussard moved to approve the change to Article IV Brenda Derrig seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

Article VII – Change Chairman to Board Chair.
Don Frye moved to approve the change to Article VII Cole Johnson seconded the motion. There being no further discussion the motion was called. Ayes all, motion approved.

After some discussion the board decided they needed to look at an additional amendment to the by-laws. The committee asked the board to contact them for any other thoughts or concerns.

811 Day at the Fair: July 28, 2023 – The fair was a success the venders were very happy with the way things went. Thank you to Carey and Ann for handing out T-shirts. The race car we sponsor was on display in front of the tent the logo is very prevalent.
Handbook: Talking with Don and Carey had some major changes so Ryan put the order on hold for now. He would like to get a committee formed to get the major changes in place. A committee was formed consisting of Don, Carey and Ann, Ryan and Connie.

New Business:

NDPA- Don Johnson proposed ND One Call would become a member of NDPA. As a member the we would have voting rights. And be part of the association. After some discussion the board decided to list it as an action item for the next meeting.
NDSU Advertising Program: Game Day sponsorship is $15,000. This item will be put on the as an action item to be discussed during the 2024 budget.
CGA Conference: April 14-18, 2024 Colorado Springs, CO reminder.

Action Items:

August 11, 2023

- Surcharge
- Truck Lease
- 2024 Budget
- Call to Order
- Bylaws Committee Update- Don, Carey and Ann
- Handbook Changes
- NDPA and other Associations
- NDSU Add Proposal

Upcoming Meetings:

Date	Time	Type	Location
November 09, 2023	10:00	Regular	Capital Electric Co-Op Board Room
February 08, 2024	10:00	Regular	Capital Electric Co-Op Board Room
May 09, 2024	10:00	Regular	Capital Electric Co-Op Board Room
August 08, 2024	10:00	Regular	Capital Electric Co-Op Board Room

There being no further business to come before the board Carey Burke made a motion to adjourn the meeting. Mike Schoepp seconded. The meeting was adjourned at 12:02.

Submitted by:
Carey Burke, Secretary

Date: 11-9-23

Signature: Carey Burke

Don Frye, Chairman

Date: 11-9-23

Signature: Don Frye