



## Highmark, Inc.

P.O. Box 491

Black Hawk, SD 57718

Phone (605) 718-7424

Fax (605) 718-7426

**RECEIVED**

JUN 24 2013

**SOUTH DAKOTA PUBLIC  
UTILITIES COMMISSION**

South Dakota One Call Notification Board  
C/o Public Utilities Commission  
500 East Capitol Ave  
Pierre, SD 57501

RE: OC13-005 Montana –Dakota Utilities Co. against Highmark, Inc.

Dear Larry Janes,

Highmark, Inc stated in our letter to your office on May 16<sup>th</sup>, that we accepted full responsibility for the damaged caused to MDU utilities, enclosed fined the check for \$250.00 for penalty assess.

- (i) Highmark will ensure all Supervisors, Equipment Operators and all other key employees will attend excavating seminar in 2014.
- (ii) On June 14<sup>th</sup>, 2013 Highmark, Inc conducted an in-house safety meeting for all employees working on utility project. The outline and attachments taken from the Operations Manual for Facility Operators and Excavators, is attached. Also discussed is the important for our crews to may sure and mark their excavation area for utilities, record keeping on any and all hit utilities, types of tickets and information needed, and their responsibilities once utilities are marked. Attached is sign-in sheet, including date and time of meeting.

Highmark, Inc will continue to educate our crews on the important of correctly locating utilities during excavation, safety measures with working with underground utilities.

Thank You,

Dale Schuelke,  
President

# Highmark, Inc Training

Start Time: 9:00 Am  
End Time: 7:50 Am

South Dakota One Call Laws

Topic

6/14/2013

Date

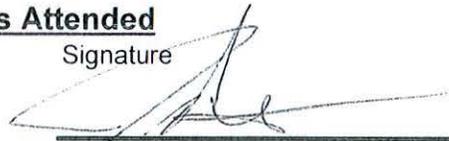
Dale Schuelke / Ann Messer  
Conducted by

## Employees Attended

Printed Name

Signature

Justin Schuelke



Wade Hill

Wade Hill

Wayne Hillman

Wayne Hillman

Rodney Randall

Rodney Randall

Sesse Young

Sesse Young

Zack Perry

Zack Perry

Mark Perry

Mark Perry

Colin Murray

Colin Murray

Jeremy M. Cleveland

Jeremy M. Cleveland

Danny Collins

Danny Collins

Samuel Brewer

Samuel Brewer

Harold Linden

Harold Linden

Robert Coyle

Robert Coyle

Jeff Green

Jeff Green

Daniel Wierczarek

Daniel Wierczarek

Travis Wierczarek

Travis Wierczarek

John Bork

John Bork

Jason Schuelke

Jason Schuelke

# Highmark, Inc Training

Start Time:

End Time:

South Dakota One Call Laws

Topic

6/14/2013

Date

Conducted by

## Employees Attended

Printed Name

Signature

Scott Baumiller

Scott Baumiller

Randy Berndt

Randy Berndt

Mark Bendigo

Mark Bendigo

Rocky Schoelke

Rocky Schoelke

Tom Collins

Tom Collins

Darrin M Wilson

Darrin M Wilson

Todd Hatcher

Todd Hatcher

Kevin Ness

Kevin Ness

Darrell Schumaker

Darrell Schumaker

Ed Thurman

Ed Thurman

Craig Novotny

Craig Novotny

Brandon Hinkler

Brandon Hinkler

SD One Call Agenda

**1. SD One Call requires two workings day before you dig.**

SD One call take locates 7days a week - 24 hours a day

Phone 1-800-781-7474

(holidays & weekends are not consider working days)

**SD one Call primary purpose is to establish a communication link between excavator and unground facility operator.**

**Types of Request**

Routine Exacavtion Request

Emergency Request

Appointment Request

Modified Tickets

**Excavation Site Verification**

Remark Tickets

Updated Tickets

Informational Locates

Damage Tickets

**Uniform Color Code**

**Red - Electric Power Lines, Cables, , Conduit & Lighting Cables**

**Yellow - Gas, Oil, Steam, Petroleum or Gaseous Materials**

**Orange - Communication, Cable TV, Alarm or Signal Lines, Cable or Conduit**

**Blue - Water, Irrigation or Slurry Lines**

**Purple - Reclaimed Water, Irrigation or Slurry Lines**

**Green - Sewer and Drain Lines**

**White - Proposed Excavtion**

**Pink - Temporary Survey Markings**

**Locates markings are only estimates and the exact locate may vary by up to 18"**

**Information needed for placing a one call ticket**

South Dakota One-Call

Required Ticket Information

Dial (800) 781-7474

811 (Instate)

Excavator Name (Company or Homeowner)

Phone Number

Extension

Caller Name

Company or Homeowner Mailing Address

Email address

City

State- Zip

Alternate Contact

Phone

Best Time to Contact

Work to Begin Date

Time

Explosives (Y/N)

Tunneling or Boring (Y/N)-

Inside City Limits (Y/N)-

Depth of Excavation

Duration of Excavation-

Type of Work

Work being done for-

County\_

Excavation Address

Nearest Cross Street

Excavating in ROW (YIN)

Description of the Excavation Site (Marking Instructions)

Examples:

A. Excavation in rear of lot, mark from house to back lot line

B. Mark 15' either side of white flagged route

C. Mark from Ctr of Road North to edge of road ROW

Remarks (include driving instructions on rural tickets w/o street address)

*Rural Tickets might require this information if a specific*

*rural address is not provided by the excavator:*

Latitude/Longitude Coordinates

or Township, Range, Section/Qrt

## RESPONSIBILITIES OF THE EXCAVATOR AFTER MAKING THE CALL

Many people believe that, by notifying the South Dakota One-Call Center of intended excavation, they have completed all of their responsibilities with respect to the locating process. This is not the case. Notifying the South Dakota One-Call Center is only the first step and there are several other responsibilities that need to be considered.

After the markings have been made, excavators are required to maintain a minimum clearance of 18 Inches between a marked and unexposed underground facility and the cutting edge or point of any power-operated excavating or earth-moving equipment. IF EXCAVATION IS REQUIRED WITHIN EIGHTEEN INCHES, HORIZONTALLY, OF THE MARKED FACILITY, THE EXCAVATOR SHALL EXPOSE THE FACILITY ONLY BY USE OF HAND EXCAVATION, AIR CUTTING, WATER CUTTING OR VACUUM EXCAVATION IN A MANNER THAT DOES NOT DAMAGE THE UNDERGROUND FACILITIES.

The depth of underground facilities varies due to changing soil conditions and other variables, therefore, excavators are cautioned that facilities may be shallower or deeper than are expected or than applicable codes require.

Excavators should be cautioned that estimates of facility depth given by locators, if given at all, are an indication of how deep the excavator can expect to dig, by hand, before encountering the facility.

If, during the course of excavation, a facility has been exposed, it is the excavator's responsibility to inspect and support these facilities prior to back filling. The excavator also must ascertain if the facilities have been struck or damaged in any capacity, including being pulled on or "kinked". If damage of any kind is discovered or any suspicion of damage exists, it is the excavator's responsibility to immediately notify the underground facility operator or the South Dakota One Call System.

After the underground facility operator has marked the location of that operator's underground facilities in the proposed excavation area, the excavator shall plan the excavation in such a manner as to avoid damage to, and minimize interference with, the marks. The excavator is responsible for protecting and preserving the staking, marking or other designation until they are no longer required for proper and safe excavation work at or near the underground facilities. Repeatedly having to call for re-marks could be evidence of a violation for failure to excavate in a prudent manner.

Many excavators mistakenly believe that the South Dakota One-Call System is responsible for the actual marking of facilities. This is not the case. The South Dakota One-Call Center takes information from the excavator and relays it to the underground facility operators. Facility operators are responsible for ensuring that their facilities are properly marked.

Excavators are reminded not to begin excavation until all underground facilities have been marked, including those that might be operated by facility owners not required to participate in the South Dakota One-Call System and,