

SOUTH DAKOTA ONE CALL NOTIFICATION BOARD MEETING
February 10, 2009

Chairman Ed Anderson called the South Dakota One Call Notification Board meeting to order at 1:00 PM in the Board Room at the AmericInn in Fort Pierre, SD.

Board Members in attendance forming a quorum: Ed Anderson, Jerry Schroeder (teleconference), Doug Larson (teleconference), Bleau LaFave, Kurt Pfeifle, Todd Chambers, Erin Hayes & Eugene Solseth. Board members absent: Paul Lowe, Terry Larson & Kevin Kouba. Also in attendance: Larry Englerth, Executive Director to the South Dakota One Call Board, Kara Semmler, legal counsel to the South Dakota One Call Board and Jerry Beukelman, Consolidated Utility Services (presentation).

A motion was made by Kurt Pfeifle and seconded by Erin Hayes to approve meeting agenda. **Motion Carried by unanimous vote**

A motion was made by Gene Solseth and seconded by Bleau LaFave to approve the minutes from the Board meeting on November 13, 2008. **Motion Carried by unanimous vote**

Jerry Beukelman, Consolidated Utility Services made a presentation on their company which operates the One Call Center in Nebraska. He provided an overview of the company and the software used along with some results and reports from the NE Center. He requested the Board consider going to bid on the 2010 contract for one call services in South Dakota.

Financial Report for the fiscal year 2009 including itemized expenditures for the period of November 08 through January 09 were reviewed. A motion was made by Bleau LaFave and seconded by Erin Hayes to approve the financial report as submitted. **Motion Carried by unanimous vote.** Call volume levels for calendar year 2008 reflect a slight decrease in locate request with continued improvement in reducing the associated outgoing transmission ratio. Executive Director reported that he received no adverse comments relative to the rate increase but many requests were received to migrate from facsimile ticket receipt to email receipt which reduces the impact of the price increase by one half.

The following operational items were discussed:

1. Center performance results through January 09 were reviewed. All results for this period reflected that contract levels had been met.
2. The Board reviewed the pending schedule of technology items to be deployed.
 - a. FM on the web was field trialed by six facility operators and the feedback was positive. During the last week of January these six operators went live with all their CDC codes. The SDREA members were loaded the first week of February and the training process has been initiated. They will be followed by the SDARWS, SDTA members and then the remaining FM users. In mid March it is anticipated that the non-FM users will be transitioned from paper to this process.

The following items were presented to the Board for discussion and approval:

1. Approval of Complaint Docket OC08-004 – In the matter of the Complaint filed by Northwestern Energy vs. Vanderpol Dragline, Inc. – Both parties accepted recommended resolution.
2. Approval of Complaint Docket OC08-005 – In the matter of the Complaint filed by Northwestern Energy vs. Vanderpol Dragline, Inc. – Both parties accepted recommended resolution.
3. Approval of Complaint Docket OC08-006– In the matter of the Complaint filed by Northwestern Energy vs. Vanderpol Dragline, Inc. – Both parties accepted recommended resolution.

4. Approval of Complaint Docket OC08-007 – In the matter of the Complaint filed by City of Crooks vs. Geppert Construction – Both parties accepted recommended resolution.

A motion was made by Doug Larson and seconded by Jerry Schroeder to approve the four agenda items. **Motion Carried by unanimous vote.**

The Board had discussion on the following Executive Director Report Items.

1. Executive Director provided information on the 2009 CGA Excavator Meetings.
2. Executive Director provided potential legislation that would assist the Board in the resolution of complaints when penalties are not paid. Legislation will be considered for the 2010 session.
3. Kara Semmler provided a status report on legal action pursued against Vince Finkhouse dba Eagle Excavating relative to Complaint Docket OC05-005. Default Judgment has been entered by Pennington County Circuit Court. A sheriff's execution was filed and poorly handled by the Pennington County Sheriff's office as they had identified three vehicles that could be seized but opted to try and negotiate with Mr. Finkhouse. The title of two of the vehicles was changed in the interim and the sheriff's execution was returned as unsatisfied. The executive director was requested to pay the small amount due the Pennington County Sheriff and include a letter stating our dissatisfaction with the handling of the process. Kara Semmler will pursue additional legal action to void the transfer of titles.
4. Executive Director reported that a member of the Governor's Pipeline Task Force had inquired about the failure of railroad's to be members of the South Dakota One Call System. Executive Director was requested to seek a response from the railroads as to why they were not members. An Attorney General Opinion would be pursued if a satisfactory statement is not provided by the railroads.
5. Executive Director provided information on the new web site design being completed by the PUC staff.
 - a. The test site that is hosting the updated version was viewed by the Board
 - b. Web site should be operational prior to the start of the excavator meetings...design has been updated to make it more user friendly and whenever possible the web site will link to official documents rather than copies.
 - c. Todd Chambers previously requested that consideration be given to establishing a method where interested parties can sign up and automatically receive notification of agenda and minutes posting. This feature was demonstrated at the meeting. The system will automatically generate an email notifying parties that agenda and minutes have been posted. Notice of other postings can be generated at the request of the executive director.
6. Board Committee reported on the search process for a new executive director. The following schedule was established.
 - a. The executive director will establish a separate email address resume@sdonecall.com which will be used for interested candidates to provide resumes.
 - b. Executive director will provide a screening process for the Board.
 - c. Bleau LaFave will meet with the executive director to update job description and develop an job advertisement for placement in local newspapers.
 - d. Following schedule was established for the search process
 - i. Advertisement for the job will be done March 15, 2009
 - ii. Job Screening will be complete by May 1, 2009
 - iii. Job Interviews will be conducted during the month of May
 - iv. Job offer would be made by June 1, 2009
 - v. Job acceptance would be anticipated by June 15, 2009

- vi. Job start date would be approximately August 1, 2009.
- vii. Transition plan will be developed to insure training and orientation are successful.

7. Executive Director reported on his research relative to three potential rule changes:

a. Mandatory White Lining within municipal limits

Benefits:

- Significantly improves the efficiency of Locator

Negatives:

- Requires excavator travel to communities where they do not have crew quarters for the sole purpose of white lining the excavation site.
- Concern exists that if significant travel is required, excavator may opt to not call SD One Call?

Other concerns:

- Excavator would provide the Center with ICL (Inside City Limits)/OCL information
- The Board would need to determine if the white lining requirement would apply to unincorporated communities?
- The Board would need to determine what action is required of the locator if the excavation site is not white lined but the ticket clearly identifies the locate requirements?
- The Board needs to consider specific marking requirements for white lining.
- The Board would need to determine what excavation site information is the Center required to obtain when the locate request is ICL?
- The Board would need to determine if tickets are valid if the excavation site meets ARSD but is not white lined?

b. Mandatory Damage Reporting– recommended by Pipeline Safety Force

Benefits

- Would allow of a review and analysis for targeted root cause analysis of why damages occur.

Negatives

- Would require input data to be in an electronic format or the cost impact on the utility company could be significant

Other concerns

- Would require the Board to establish specific reporting criteria
- Would requires the Board to establish input methodology to protect privacy of data that is gathered

c. Establishment of a process for further minimizing the potential of damage to high profile facilities. – recommended by Pipeline Task Force

Note: Present view is at a high level and does not provide detail processes

Purpose: Create a process that establishes specific operational requirements when excavation activity is within close proximity to a high profile facility.

Process

- Define “High Profile Facility

- Damage to the Underground Facility has cause for significant public safety concerns
 - Damage to the Underground Facility has cause for significant environmental concerns
 - Damage to the Underground Facility may cause major economic concerns (SD High Speed network for the lab and colleges)
 - Damage to the Underground Facility may have significant national safety concerns (Ellsworth Air Force Base)
 - Underground Facility Operator must place all high profile facilities in a separate Call Distribution Code
 - When CDC Code is selected during the locate process
 - CSR would advise the excavator (predetermined wording) that a high profile facility is in the defined excavation site.
 - CSR will attempt to insure contact information is complete and accurate
 - Establish specific facility operator requirements after receipt of locate ticket
 - Action required prior to start time on ticket
 - Documentation Requirement when notifying the excavator
 - Required presence at excavation if excavation is within specified distance of facility
 - Establish specific excavator requirements when excavation activity is within specified distance
 - Provide advance notification to the facility operator of the time when excavation will be within the specified distance...establish advance notification time frame
 - Establish excavator requirements if the facility operator does not appear at the specified time.
8. The Board discussed the presentation from Consolidated Utility Services regarding the request to seek bids for call center services starting in 2010 relative to pursuing a new contract with the current vendor, One Call Systems, Inc.
- a. Based on several key factors, the Board decided to pursue a new contract with the current vendor.
 - i. A change of vendors would have a significant impact on member companies
 - ii. The transition to a new executive director would significantly impact the risk of any change of vendors
 - iii. Member costs in South Dakota are one of the lowest in the region and would not appear to benefit from a change of vendors.
 - b. Board members will review draft contract language and submit any suggested changes or modifications to the Executive Director within the next week.
 - c. Executive Director will submit the final contract draft to the legal staff of both parties for a final review.

A motion was made by Doug Larson and seconded by Gene Solseth that the meeting be adjourned.
Motion Carried by unanimous vote