October 3, 2016 (Draft/Unapproved Circulated 10/04/2016)

DRAFT/UNAPPROVED MINUTES

October 3, 2016 – 3 PM Central Time
Conference Call

Attendance at this meeting was also made possible at:

WATERTOWN MUNICIPAL UTILITIES
901 4TH AVE. SW
WATERTOWN, SD 57201

1. Chairman Dan Kaiser opened the meeting with a Call to Order and Roll Call at 3:00 PM, Central Time.

Board Members in attendance: Chairman, Dan Kaiser, Representing Telecommunication Companies Offering Local Exchange Service to More Than 50,000 Customers; Vice Chairman, John Ward, Representing Excavation Contractors; Erin Hayes, Representing Community Antenna Television Systems; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Doug Larson, Representing Interstate Carriers of Gas or Petroleum; Ed Anderson, Representing Rural Electric Cooperatives; Todd Chambers, Representing Municipalities; Legal Counsel: Amanda Reiss; Executive Director: Larry Janes.

Board Members unable to attend: Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Eugene Solseth, Representing Excavation Contractors; Kevin Kouba, Representing Investor-Owned Electric Utilities; Kurt Pfeifle, Representing Rural Water Systems.

2. Approval of September 26, 2016 Board Meeting Minutes. A motion was made by Dan Kaiser and seconded by Bleau LaFave to approve the South Dakota One Call Board Minutes of the September 26, 2016 Board Meeting. **Motion carried unanimously upon a roll call vote.**

3. Executive Director Report Item:

   a. A Request for Executive Assistant, RFP #588, was posted to the South Dakota Office of Procurement website on July 1, 2016 and closed on August 2, 2016. The selection committee made up of Dan Kaiser, Erin Hayes, and Doug Larson, along with Larry Janes, made a recommendation that the Board enter into a contract with a candidate as the Executive Assistant. Today, shall the Board enter into a contract for the Executive Assistant position, and with what terms? The Board may go into Executive Session, if and only according to SDCL 1-25-2 (3). (Time in and Out). A motion to move into executive session was made by Dan Kaiser and was seconded by Erin Hayes. **Motion carried unanimously upon a roll call vote.** Time into Executive Session was at 3:05 PM Central Time. Chairman Dan Kaiser declared the Time out of Executive Session at 3:14 PM Central Time. Todd Chambers made a motion to offer the contract position of Executive Assistant to Codi Gregg at the salary amount posted with the RFP. Bleau LaFave seconded the motion. **Motion carried unanimously upon a roll call vote.**

4. There being no further discussion, Doug Larson made a motion to adjourn. Dan Kaiser seconded the motion. **Motion carried unanimously upon a roll call vote.**

Minutes of this meeting were prepared by Larry Janes, Executive Director, South Dakota One Call Notification Board. For information about South Dakota One Call/South Dakota 811, please visit http://onecall.sd.gov . Materials presented at this meeting are available by contacting the Executive Director in writing at exedir@sdonecall.com, or by calling (605) 339-0529.