

**February 10, 2016 (FINAL APPROVED CIRCULATED
05/20/2016)**

FINAL APPROVED MINUTES

**February 10, 2016, 1 PM Central Time
Ft. Pierre Holiday Inn Express
110 East Stanley Road
Ft. Pierre, SD**

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

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; Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; 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; Eugene Solseth, Representing Excavation Contractors; Kevin Kouba, Representing Investor-Owned Electric Utilities; Kurt Pfeifle, Representing Rural Water Systems; Todd Chambers, Representing Municipalities; Legal Counsel: Adam de Hueck; Executive Director: Larry Janes.

Board members unable to attend: Ed Anderson, Representing Rural Electric Cooperatives; Kevin Kouba, Representing Investor-Owned Electric Utilities; Kurt Pfeifle, Representing Rural Water Systems.

Others in Attendance: Jon Rollins, Operations Manager, Texas811; Mary Zanter, Public Utilities Commission, Pipeline Safety Program Manager and Utility Analyst.

2. A motion was made by Fay Jandreau and seconded by Erin Hayes to approve the South Dakota One Call Board Minutes of the November 4, 2015 Board Meeting. **Motion carried unanimously.**

3. The Financial Summary, including October 2015 through January 2016 expenditure details, was reviewed. Doug Larson made a motion to approve the Financial Report. Bleau LaFave seconded the motion. **Motion carried unanimously.** Jon Rollins was asked to provide a forecast of Center costs for the May Board meeting. Dan Kaiser suggested that we have a Strategic Planning meeting before the next Board meeting to discuss the possibility of additional Damage Prevention Training, Locator Training, etc. Bleau LaFave brought up the need to have a year to year and a half of operating funds in reserve. Gene Solseth, suggested that we need a larger reserve than we used to consider. One Call should be run as a business, not as a governmental agency.

4. a. Center Performance Results were reviewed. Speed of Service was discussed and is currently within contract guidelines. It was exceeded in May, but only by 2 seconds.

b. Call volume trends for 2015 were discussed. Incoming locate tickets in 2015 were at an all-time high of 142,100, exceeding the previous high in 2013 by 5,286 requests. Dispatched tickets were also at an all-time high of 808,693 and exceeded the 2013 record of 807,176. Electronic ticketing trends were also discussed. There's been an increase almost each year since 2005 beginning at 12% of requests being made on-line to 50% of requests being made on-line in 2015. A new Homeowner on-line ticket request is now up and running and is on the South Dakota 811 website.

c. Dispatched ticket types for 2015 were discussed. Creating a new Normal/Routine locate request instead of updating the entire locate ticket was discussed when only a portion of the area on the original request is needed. Unnecessary updates often are an issue in terms of time and cost. This will be discussed during the 2016 Damage Prevention Meetings.

5. Executive Director Report Items

a. OC15-009, In the Matter of the Complaint Filed by Corey and Britt Samson, Sioux Falls, South Dakota, Against First Rate Excavate, Sioux Falls, South Dakota, for an Incident Occurring on September 10, 2015, at 904 E. 70th St., Sioux Falls, South Dakota.

Today shall the One Call Board accept the recommendation of the Enforcement Panel, and shall the One Call Board close the Docket, and shall the Board pursue collection activity if the requirements are not met? The Enforcement Panel process and Recommendation were reviewed. Dan Kaiser made a motion to accept the Panel Recommendation. Fay Jandreau seconded. **Motion carried unanimously.**

b. OC15-010, In the Matter of the Complaint Filed by Humboldt Municipal Gas Utility, Humboldt, South Dakota, Against Construction Signing Corporation, Sioux Falls, South Dakota for an Incident Occurring on September 26, 2015, at North Ford/Highway 19, Humboldt, South Dakota. Today shall the One Call Board accept the recommendation of the Enforcement Panel, and shall the One Call Board close the Docket, and shall the Board pursue collection activity if the requirements are not met? The Enforcement Panel process and Recommendation were reviewed. Dan Kaiser made a motion to accept the Panel Recommendation. Gene Solseth seconded. **Motion carried unanimously.**

c. The Executive Director has experienced a substantial increase in workload over the last several years and is requesting administrative support to assist in day to day activities. Today shall the South Dakota One Call Board enter into a contract with Texas811 to provide limited administrative support for the South Dakota One Call Board Executive Director? Dan Kaiser stated that he agrees the workload has increased and asked if an amendment to the current contract could be added. Fay Jandreau suggested that the Board go out for bid to hire an assistant. Dan Kaiser then brought up an amount to pay for this opening. Gene Solseth suggested the Board could work with the Center plus bring on another person. Adam de Hueck mentioned that the Board would need to follow state law in whatever it does. Larry Janes and Adam de Hueck will discuss this further with the South Dakota Office of Procurement and determine what the Board can do. A Board Agenda and conference call will be held before the May Board meeting to discuss this further. Dan Kaiser suggested the Strategic Planning Committee could look at a long range plan.

d. Review and discussion regarding the One Call Complaint process. Fay Jandreau earlier suggested the Board review the One Call Complaint process. Larry Janes provided the

Board with a One Call Enforcement manual that had been created several years ago. There was discussion that Complaints aren't always Complaints. Todd Chambers suggested that a document regarding intent put together by Kristen Edwards be added to the manual. Larry Janes will do so and send to the Board. Adam de Hueck mentioned that the Complaint forms aren't always completed in full. He along with Larry Janes will look at making changes to the Complaint form and bring it back to the Board.

e. Discussion of the 2016 Spring Damage Prevention Meetings schedule. Larry Janes provided the Board with the 2016 Spring Damage Prevention Meetings schedule, which can be found on the South Dakota One Call website. It will be mailed to operators and excavators and also sent to all ticket receivers twice. As an incentive to attend these meetings the Board of Operator Certification will offer one contact hour to Certified Water/Wastewater Operators, and the SD Electrical Commission and SD Plumbing Commission will offer non-code continuing education credits for attending any of the 2016 Spring Damage Prevention Meetings. A schedule was also provided which includes additional meetings that will be held at SE Tech, Lake Area Tech, Mitchell Tech, Western Dakota Tech, SDSU Construction Management, SDSU Construction Excavation Safety, SD Department of Environment and Natural Resources Annual Meeting and the Environmental Conference the following day, the ND/SD Pipeline Safety Operator Training in Minot, and the Telecom Operations Conference in Fargo.

f. Discussion of current legislative bills SB 162, HB 1155, SB 163, SB 143, HB 1227, HB 1214. Larry Janes briefly went through these current legislative bills with the Board. These will impact South Dakota One Call and have been introduced because of the recent Gear-up Program and the EB5 issue.

g. PHMSA webinar and letter, and scheduled meetings re: Evaluation of enforcement of One Call laws in each state. Larry Janes and Mary Zanter briefly discussed a webinar that was held to discuss PHMSA's evaluation of the effectiveness of One Call Law enforcement in each state. Some states have recently introduced enforcement of their laws and several others have no enforcement. Each state will be reviewed by PHMSA over this next year and those not in compliance will be in jeopardy of losing a portion of federal pipeline grant money.

h. "Click Before You Dig" icon on website. TransCanada recently made a suggestion to various One Call organizations to use a "Click Before You Dig" icon and place it on websites for ease in making on-line locate requests. Homeowners, excavators, and operators already have a way to make their locate request on-line through the South Dakota One Call website, however the icon will be added also.

6. General Discussion. There was no general discussion to report.
7. There being no further business a motion to adjourn was called. Doug Larson so moved. Todd Chambers seconded. **Motion carried unanimously.**

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.