

May 18, 2016 (FINAL APPROVED Circulated 06/23/2016)

APPROVED MINUTES

**May 18, 2016, 8 AM 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 8:00 AM, 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; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Ed Anderson, Representing Rural Electric Cooperatives; Eugene Solseth, Representing Excavation Contractors; Todd Chambers, Representing Municipalities; Legal Counsel: Adam de Hueck; Executive Director: Larry Janes.

Board members unable to attend: Erin Hayes, Representing Community Antenna Television Systems; Kevin Kouba, Representing Investor-Owned Electric Utilities; Kurt Pfeifle, Representing Rural Water Systems; Doug Larson, Representing Interstate Carriers of Gas or Petroleum.

Others in Attendance: Jon Rollins, Operations Manager, Texas811; Ryan Hartley, First District Association of Local Governments; Boice Hillmer, Public Utilities Commission, Pipeline Safety Inspector.

2. A motion was made by Fay Jandreau and seconded by Bleau LaFave to approve the South Dakota One Call Board Minutes of the February 10, 2016 Board Meeting. **Motion carried unanimously.**

3. The Financial Summary, including January 2016 through March 2016 expenditure details, was reviewed. Bleau LaFave made a motion to approve the Financial Report. Todd Chambers seconded the motion. **Motion carried unanimously.**

4. a. Center Performance Results were reviewed. Speed of Service was discussed and is currently within contract guidelines.
b. Call volume trends for 2016 were discussed, along with the record year of 2015. Incoming locate tickets January through April in 2016 are at 34,162 compared to 35,012 at this time last year. Dispatched tickets currently are at 191,603 compared to 199,273 last year. The ratio of Outgoing Tickets to Incoming Requests is at 5.61. Remote Electronic Tickets remains at 19%, while Portal Electronic Ticketing has increased to 33%. Overall electronic ticketing has also increased to 52%.

c. Dispatched ticket types so far for 2016 were discussed. Creating a new Normal/Routine locate request instead of updating the entire locate ticket when only a portion of the area on the original request is needed was again discussed. Unnecessary updates often are an issue in terms of time and cost. This was brought up at each 2016 Damage Prevention Meeting.

5. Ryan Hartley, First District Association of Local Governments, gave a presentation of the county mapping updates completed in 2016. First District requested an hourly increase, with a maximum cap, the first increase in thirteen years. Along with this increase, there would be an increase in the number of completions per year, additional data information provided to South Dakota One Call, plus more frequent updates for those counties with active development areas. Dan Kaiser asked about updating all counties each year. The discussion around that was that it may not be necessary in some of the more rural counties. He also asked if First District would consider a unit based or performance based contract vs. an hourly rate. Ryan Hartley stated that could be done and will get back to the Board with more information. John Ward stated that this complicates the issue. Fay Jandreau mentioned that objectives are set with unit based billing and would like to see the entire state completed annually. Bleau LaFave stated that that would be good, but he would rather see some flexibility, so higher growth communities are completed more frequently. Fay Jandreau asked how often the Texas811 Center utilizes the database. Jon Rollins stated that it's an important resource and is cross referenced daily. He also mentioned that as new areas are developed they are the most difficult to keep up with. Larry Janes stated that he receives an audit with each invoice and will begin providing this to the Board.
6. Executive Director Report Items
 - a. OC15-011, In the Matter of the Complaint Filed by Northern Natural Gas Company, Omaha, Nebraska, Against Lee Feldhaus, Howard South Dakota, for an incident occurring on December 3, 2015 at SW ¼ of Sec 24, T107N, R 55 W, Winfred, 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? After the Panel minutes were reviewed John Ward made a motion to approve the Panel Recommendation. Fay Jandreau seconded the motion. **Motion carried unanimously.**
 - b. OC15-012, In the Matter of the Complaint Filed by Northern Natural Gas Company, Omaha, Nebraska, Against Renkly Farms, Inc, Lake Benton, Minnesota, for an incident occurring on November 23, 2015 at 4 miles SW of Arlington, South Dakota. Today shall the One Call Board accept the recommendation of the Enforcement Panel to dismiss the complaint and close the Docket due to lack of probable cause? After the Panel minutes were reviewed Dan Kaiser made a motion to approve the Panel Recommendation. Bleau LaFave seconded the motion. **Motion carried unanimously.**
 - c. OC16-001, In the Matter of the Complaint Filed by the City of Pierre, SD against CenturyLink, Sioux Falls, South Dakota, for an incident occurring on December 20, 2015, at the Intersection of Sully and Cleveland, Pierre, SD. 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? After the Panel minutes were reviewed John Ward made a motion to approve the Panel Recommendation. Ed Anderson seconded the motion. **Motion carried with Dan Kaiser abstaining.**

d. OC16-002, In the Matter of the Complaint Filed by the City of Pierre, SD against CenturyLink, Sioux Falls, South Dakota, for an incident occurring on January 24, 2016, at the Intersection of Poplar and Third, Pierre, SD. 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? After the Panel minutes were reviewed Fay Jandreau made a motion to approve the Panel Recommendation. John Ward seconded the motion. **Motion carried with Dan Kaiser abstaining.**

e. Extension of Joint Powers Agreement with First District Association of Local Governments. This Agreement expires June 30, 2015. Today shall the One Call Board execute a new Joint Powers Agreement with an effective date of July 1, 2016? Dan Kaiser made a motion to increase the hourly rate to \$55 per hour, not to exceed \$70,000. Fay Jandreau seconded the motion. **Motion carried unanimously.**

f. 2016 Spring Safety and Damage Prevention Meeting Summary. Larry Janes outlined the events held in 2016. In addition to the fourteen meetings regularly held throughout South Dakota for excavators and operators, presentations were made at Mitchell Tech, Southeast Tech, Western Dakota Tech, South Dakota State University (two classes), South Dakota Association of Environmental Professionals, South Dakota Department of Environment and Natural Resources Ground Water Quality Conference, Dakota Energy Co-op, South Dakota Association of Rural Water Systems Manager's Meeting, Telecom Operations Conference (Fargo, ND), and the North Dakota/South Dakota Pipeline Safety Operator Training (Minot, ND). Non-code, continuing education credit hours were offered through the South Dakota Electrical Commission and the South Dakota Plumbing Commission. In addition, the South Dakota Board of Operator Certification approved contact hours for Certified Water and Wastewater Operators for 2016. This was done in an effort to encourage attendance to further education of South Dakota One Call laws, administrative rules, and operating policies of the South Dakota 811 Center. Discussion with the South Dakota Board of Technical Professions has begun in order to approve continuing education credits for its members. The various topics covered in the meetings was discussed as were evaluation comments. John Ward mentioned that meetings at 1 PM, breaks up a work day and makes it difficult to attend. Larry Janes stated that he agreed and would work to avoid that as much as possible in future years.

g. Executive Director Contract. The Board may renegotiate the amount of compensation with the Executive Director on an annual basis. Today shall the Board consider a change? The Board may go into Executive Session, if and only according to SDCL 1-25-1. (Time in and Out). Dan Kaiser made a motion to enter into Executive Session. John Ward seconded the motion. **Motion carried unanimously.** Time in was at 10:41. Time out of Executive Session was at 11:07. Dan Kaiser stated that this was tabled until a Board conference all on Wednesday, June 15, 2016. At that time the executive director will present a compensation package to the Board.

h. Today shall the One Call Board support Common Ground Alliance by becoming a member as a government agency, and shall the One Call Board allot funds to support additional Common Ground Alliance awareness programs? There was discussion regarding the benefits of the Board supporting CGA in this manner. Advertising and educational material is the benefit that the Board will receive. Larry Janes mentioned that a government agency membership includes four individual Board memberships to attend

the annual CGA Conference. Ed Anderson made a motion that the South Dakota One Call Board become a member of CGA as a government agency. Gene Solseth seconded the motion. **Motion carried unanimously.**

j. The International Locate Rodeo is being held in Grapevine, Texas June 23 through June 25, 2016. Shall the One Call Board sponsor this safety event in 2016? John Ward stated that he would like to support Texas811 by being a sponsor of this event. Todd Chambers stated that he doesn't feel in general that the Board should advertise. Ed Anderson stated that he could support Todd's stance, but feels that the Board should be more consistent in getting the word out about One Call and safety. Gene Solseth stated that the Board needs to emphasize that education is safety. Dan Kaiser made a motion to provide a \$1,000 sponsorship of the International Locate Rodeo. John Ward seconded the motion. Fay Jandreau asked for a roll call vote. The motion passed with Dan Kaiser, John Ward, Ed Anderson, and Gene Solseth voting in favor. Fay Jandreau, Bleau LaFave, and Todd Chambers voted against the motion. **Motion carried.**

k. Continuation of the discussion regarding the increased workload of the Executive Director. Today shall the South Dakota One Call Board approve the addition of administrative support for the South Dakota One Call Board Executive Director? Larry Janes was asked to check into working with a professional services organization to obtain an assistant, to work under contract. The Board does not wish to be an employer. This was tabled for now and will be considered further during the June 15, 2016 conference call.

l. Review of the 2016 and 2017 FY Budgets. Today shall the Board make changes to the 2018 FY Budget, and shall the Board approve the Budget for 2018? The budget was reviewed. Several minor changes were made. This will be further reviewed during the June 15, 2016 conference call.

7. General Discussion.

a. Governor's Proclamation and news release proclaiming "April is Safe Digging Month". Larry Janes presented a copy of the Governor's Proclamation. He stated that there was good coverage of this by the South Dakota news media in the form of news releases.

b. International Utility Locate Rodeo, Grapevine, Texas, June 23 – June 25, 2016. Larry Janes stated that he plans to attend, providing his schedule allows.

c. Update on the discussion regarding the on-line Complaint and Reply forms. Adam de Hueck and Larry Janes have not had an opportunity to review this at this time. Adam stated the form is fine, but could some tweaking.

d. Update on the "Click Before You Dig" icon on the South Dakota One Call website. Larry Janes stated this also has not been developed at this time.

e. State Board of Internal Control discussion. Larry Janes asked if the Board had any questions or concerns about any of the SBIC material provided. There were none at this time. The SBIC committee will be informed that there are no questions or concerns.

f. One Call Board Meeting schedule through 2017. Larry Janes stated the next One Call Board meeting is scheduled for Wednesday, August 17, 2016 at 8 am. He suggested the following meeting dates:

Tuesday, November 8th, 2016. (November 4th is election day).

Wednesday, February 15, 2017 at 1 pm.

Thursday, February 16, 2017 Legislative Breakfast, 7am – 10am.

Tuesday, May 16, 2017, 8 am.

Tuesday, August 15, 2017, 8 am.

Tuesday, November 14, 2017, 8 am.

g. Other.

Fay Jandreau brought up a question regarding the relationship of PHMSA to South Dakota One Call and PHMSA's objective. Ed Anderson mentioned that given their background, the goal of PHMSA seems to be increased involvement in pipeline and other utilities. Bleau LaFave stated that PHMSA is much like OSHA, which includes maintenance and record keeping. It was suggested that Mary Zanter be invited to the next Board Meeting (August) to provide information regarding PHMSA.

8. There being no further business a motion to adjourn was called. Fay Jandreau 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.