

# August 17, 2016 (Draft Circulated 08/30/2016)

## DRAFT/UNAPPROVED MINUTES

### August 17, 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; Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Erin Hayes, Representing Community Antenna Television Systems; Kurt Pfeifle, Representing Rural Water Systems; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Eugene Solseth, Representing Excavation Contractors; Todd Chambers, Representing Municipalities; Legal Counsel: Amanda Reiss; Executive Director: Larry Janes.

Board members unable to attend: Vice Chairman, John Ward, Representing Excavation Contractors; Kevin Kouba, Representing Investor-Owned Electric Utilities; Doug Larson, Representing Interstate Carriers of Gas or Petroleum; Ed Anderson, Representing Rural Electric Cooperatives.

Others in Attendance: Jon Rollins, Operations Manager, Texas811; Scott Sasajma, Human Resources Manager, Texas811; Mary Zanter, Pipeline Safety Program Manager, SD Public Utilities Commission.

2. A motion was made by Kurt Pfeifle and seconded by Erin Hayes to approve the South Dakota One Call Board Minutes of the June 15, 2016 Board Meeting. **Motion carried unanimously.**
3. The Financial Summary, including April 2016 through July 2016 expenditure details, was reviewed. Bleau LaFave made a motion to approve the Financial Report. Fay Jandreau seconded the motion. **Motion carried unanimously.**
4. Operations
  - a. Texas811 Performance Results were reviewed and found to be within contract guidelines.
  - b. Ticket volume history was reviewed. 2014 was a record year for locate ticket requests, and volume is up by 4,579 over last year at this time. Dispatched tickets are above last year's number by 10,627, but only above the 2014 volume at this time by 4,705 dispatched tickets.

- c. Dispatched Tickets by Type were reviewed. Locate Tickets in which High Profile facilities are involved account for 15.55% of all Dispatched Routine Tickets.

5. Executive Director Report Items:

- a. OC16-003 - In the Matter of the Complaint Filed by the City of Fort Pierre, SD against CenturyLink, for an incident occurring on December 07, 2015, at the Intersection of Casey Tibbs St. and E. Cedar Ave. in Fort 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? Fay Jandreau made a motion to accept the Panel Recommendation. Kurt Pfeifle seconded the motion. A roll call vote was taken. **Motion carried unanimously in favor of the motion, with Dan Kaiser abstaining.**
- b. State Board of Internal Control (SBIC) update. The Code of Ethics, Conflict of Interest, and obligations of the Internal Control Officer and State Agencies were discussed. The meetings, with the Lt. Governor and heads of state agencies, are held monthly and may continue for the next three to five years. Larry Janes has attended all, but the first of these meetings. Review of these documents will be covered with the Board as soon as possible. Board members and the Executive Director will review and sign an acknowledgement of the coverage on an annual basis.
- c. Dan Kaiser made a motion to table the discussion of the position of Executive Assistant. Erin Hayes seconded the motion. **Motion carried unanimously.**
- d. Today, shall the South Dakota One Call Board sponsor the Digging Dangers Video for the 2017 Spring Damage Prevention Meetings? Larry Janes mentioned the Board sponsored the video for the 2016 the presentations. Texas811 is once again working to provide a lead-in for the video. Gene Solseth made a motion to sponsor the video. Fay Jandreau seconded the motion. **Motion carried unanimously.**
- e. Locator training and certification. Today does the Board wish to pursue and enter into an agreement with a locator company to train and certify locators in South Dakota? Dan Kaiser mentioned that the Strategic Planning Committee had discussed this and thought we might be able to incorporate locator training into the Spring Damage Prevention Meetings. A lot of discussion ensued. Fay Jandreau mentioned that this could be added as a requirement in complaint situations. Gene Solseth asked if we want to get into this, or should training be a member obligation. Bleau stated that members already train locators. Erin Hayes stated that there is in-house training of locators. Kurt Pfeifle wondered if we could make this a requirement. Dan Kaiser state that we could add a link on the South Dakota 811 website which would direct users to companies specializing in locator training. No final decision was made on this subject, so it was tabled.
- f. Does the Board wish to support damage prevention by sponsoring the 2017 Texas Summit? Larry Janes mentioned that the Summit is similar to the annual CGA Conference, but on a smaller scale. Dan Kaiser stated that this event is a better event than CGA and made a motion to sponsor the Texas Summit in the amount of \$300. Erin Hayes suggested that we could hold a drawing at the Damage Prevention Meetings and sponsor an individual to attend. The motion died for lack of a second.

6. General Discussion:

- a. Jon Rollins was asked to provide information on the work that Texas811 does within Texas regarding damage prevention councils. He provided an outline of the work that's done in their twenty three councils. These have been held for over twenty years and were set up as 501C3's. They meet quarterly and the Councils run the meetings. The meetings are relevant to each location and are held to promote public safety and damage prevention. Jon Rollins will provide meeting minutes to give us more information of what they do.
- b. Mary Zanter provided discussion regarding PHMSA and its relationship with the Pipeline Safety Program in South Dakota. PHMSA sets high standards for pipeline operators and the state to meet. The state of South Dakota has jurisdiction over intrastate pipelines that carry natural gas, liquefied natural gas, flammable gas, gas which is toxic or corrosive, and liquefied petroleum gas in distribution systems. The State of South Dakota has no jurisdiction of interstate pipelines or hazardous liquid pipelines. Mary's office acts as agents of the U. S. department of Transportation under PHMSA. The federal grant which South Dakota One Call applies for each year is a PHMSA grant, which comes through Mary. Mary will research an additional grant which South Dakota One Call may be eligible to apply for.
- c. Texas Summit will be held in San Marcos, Texas - February 27 – March 1, 2017
- d. CGA Conference will be held in Orlando, Florida – March 7<sup>th</sup> – 10<sup>th</sup>, 2016
- e. Other discussion:
  - (1.) Dan Kaiser mentioned the Strategic Planning Committee met on August 16, 2016. The South Dakota One Call Mission Statement, which was created years ago was discussed. The Mission Statement reads: **“The mission of the South Dakota One Call Board is to prevent damage to underground facilities and promote public safety through public awareness, education, and a cost effective, efficient, dependable one-call service”**. The Strategic Planning Committee also has a Mission Statement which reads as: **“The purpose of the South Dakota 811 Strategic Planning Committee is to engage thought and suggest direction to the full Board in representation of South Dakota One Call statutes.”**
  - (2.) There was discussion of the budget, regarding the current balance, expenses and locate ticket prices. Bleau LaFave was asked to review the previous 5 years income and expenditures and provide a suggestion to the Board whether or not ticket prices should be adjusted.
  - (3.) Kurt Pfeifle asked if Jeremiah Corbin could be invited to speak to the Board again about an improved GPS for One Call purposes.
  - (4.) There was a discussion regarding hiring a consultant to work with the Board to improve effectiveness and provide direction. Larry Janes will contact Dan Cain who previously has worked with the Board.
- f ONE CALL BOARD MEETING SCHEDULE  
Tuesday, November 8<sup>th</sup>, 2016, 8 AM

Wednesday, February 15, 2017, 1 PM

Thursday, February 16, 2017, 7 am – 10:00 AM, Legislative Breakfast

Tuesday, May 16, 2017, 8 AM

Tuesday, August 15, 2017, 8 AM

7. Motion to adjourn. There being no further business, Fay Jandreau made a motion to adjourn. Dan Kaiser seconded the motion. **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](mailto:exedir@sdonecall.com), or by calling (605) 339-0529.