

South Dakota One Call Notification Board

FINAL APPROVED MINUTES

Circulated December 23, 2021

Meeting held November 17, 2021 – 8:00 am Central Time

LOCATION: AmericInn – Walton Conference Room, 312 Island Drive, Ft. Pierre, SD and via ZOOM.

Board Members in attendance: Chairman, Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Vice Chairman, Mark Meier, Representing Municipalities; Dan Kaiser, Representing Telecommunication Companies Offering Local Exchange Service to More Than 50,000 Customers; Steve Mohr, Representing Community Antenna Television Systems; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Lloyd Rave, Representing Rural Water Systems; Loren Beld, Representing Excavation Contractors; Doug Larson, Representing Interstate Carriers of Gas or Petroleum; Kevin Kouba, Representing Investor-Owned Electric Utilities;

Also in attendance: Brett Koenecke, Legal Counsel; Cody Honeywell, Legal Counsel; Executive Director, Larry Janes; Deputy Director, Codi Gregg.

Unable to attend: Jim Scull, Representing Excavation Contractors; Vacant, Representing Rural Electric Cooperatives.

Guest in attendance: Scott Sasajima, Texas811; Keely Hosmann, NuStar Energy; Mary Zanter, PUC Pipeline Safety; Brad Giles, Lumen.

1. Fay Jandreau called the meeting to order and roll call was taken at 8:01 AM Central Time.
2. Dan Kaiser made a motion to approve the October 6, 2021 Board Meeting Minutes. Lloyd Rave seconded. **Motion carried unanimously.**
3. The Board reviewed the Financial Summary including expenditure details for September and October 2021 as supplied by Callie Iverson, Take Charge Bookkeeping. The Board also discussed the Scholarships program and technical colleges involved. Kevin Kouba made the motion to approve the financial reports. Dan Kaiser seconded. **Motion carried unanimously.**

4. Operations – South Dakota 811 and Texas811 Performance Results were discussed.

- a. Ticket volume history – Incoming locate requests through October 2021 are at 162,506, which are 656 fewer than last year at this time. There have been an additional 8,684 locate requests in November as of yesterday.

Outgoing tickets dispatched through October 2021 are at 837,521, which are 28,953 more dispatches than last year at this time.

- b. Ratio Outgoing to Incoming Tickets is 5.07 through October, which is slightly higher than last year.
- c. Requests mapped by excavators is at 27,771, which is down slightly this year and last at 17%. Unmapped electronic locate requests by excavators is at 38,333 at 46%, which is 2% higher than last year and 4 % higher than in 2019. Overall, electronic locate requests by excavators is at 63%.
- d. Secondary Links (locates to multiple receiving sites) is at a record for 2021 at 220,755.
- e. Dispatched Tickets by Type was reviewed.
- f. Speed of Answer is at an average of 29 seconds, which is well within the contract requirement of less than 45 seconds.
- g. There have been 465 damages without Ticket #'s and 1,139 damages with locate tickets so far this year. There was discussion regarding causes and how to reduce damages when a locate ticket has already been requested.
- h. Damages with Ticket #'s vs. without Ticket #'s. Damages without locate tickets as a percentage is at 2.36% of all damages. Nationally, this number is closer to 30%.
- i. Gas Damages – Monthly & Year to Year Comparison. There have been 161 gas damages reported thus far in 2021 compared to 196 through October 2020.
- j. Fay Jandreau asked about late locates and if any of the reporting showed that activity. A verification ticket is the best process when a locate is not completed within the 48 hours as stated under SDCL 49-7A-8. The very busy upcoming digging season was discussed. Positive Response is also a way to monitor and identify utilities not meeting the 48 hour window. Dan Kaiser suggested providing a forecast to the utilities and contract locators. The projected forecast will be worked on by Codi Gregg with an update provided in December, 2021.

5. The Enforcement Panel of the South Dakota One Call Board met on the following Complaints and issued Recommendations. Dan Kaiser made the motion to accept the Recommendations of the Enforcement Panel. Mark Meier seconded the motion. **Motion carried.** Bleu LaFave abstained from the vote.

- a) OC21-002 In the matter of the complaint filed by Montana Dakota Utilities, Rapid City, SD against Dowden Creative Construction, Sturgis, SD for an incident occurring on March 18, 2021 at 7916 Duke Parkway Street in Spearfish, SD.

- b) OC21-003 In the matter of the complaint filed by City of Crooks, Crooks, SD against Belman Landscaping, Sioux Falls, SD for an incident occurring on April 13, 2021 at 25760 Packard Lane in Renner, SD.
- c) OC21-005 In the matter of the complaint filed by Northwestern Energy, Huron, SD against MP NexLevel, LLC., Maple Lake, MN for an incident occurring on May 20, 2021 at 20 North 5th Street, Groton, SD.
- d) OC21-006 In the matter of the complaint filed by NorthWestern Energy, Huron, SD against MP NexLevel, LLC., Maple Lake, MN for an incident occurring on May 20, 2021 at 401 East 5th Avenue in Groton, SD.
- e) OC21-008 In the matter of the complaint filed by Montana Dakota Utilities, Mobridge, SD against Anderson Contractors, Inc., Pierre, SD for an incident occurring on June 8, 2021 at 500 Pleasant in Pierre, SD.
- f) OC21-009 In the matter of the complaint filed by Montana Dakota Utilities, Mobridge, SD against Anderson Contractors, Inc., Pierre, SD for an incident occurring on June 1, 2021 at the corner of Oneida and Pleasant in Pierre, SD.

6. The agreement with MayAdam law firm is set to expire on January 3, 2020. May Adam is in agreement to continue working for South Dakota One Call under the master contract with the state. May Adam has done a very good job for the Board of Directors and happy to extend the contract. A motion was made by Dan Kaiser to extend the agreement. Loren Beld seconded the motion. **Motion carried unanimously.**
7. The contract with Take Charge Bookkeeping, LLC, expires February 14, 2020. Take Charge Bookkeeping does wish to extend the contract. The Board of Directors is pleased with the work provided by Take Charge, LLC and happy to extend the contract. Lloyd Rave made the motion to renew the contract with pricing as stated. Loren Beld seconded the motion. **Motion carried unanimously.**
8. The current Executive Director contract ends December 30, 2021 with his announced resignation. Does the Board wish to extend a contract to assist with new Board Member training and assist the new Executive Director and future Deputy Director?

Dan Kaiser made the motion to move in to Executive Session. Doug Larson seconded the motion. **Motion carried unanimously.** The Board of Directors excused guests from the room and from ZOOM to move in to Executive Session, beginning at 8:58 AM CT.

The Board of Directors closed Executive Session at 9:07 AM CT and resumed the Board Meeting with guests back in the meeting.

Lloyd Rave made the motion to draft an agreement between the Board and Larry Janes for an hourly rate of \$60 for six months at a cap of five hundred hours, totaling \$30,000. Kevin Kouba seconded the motion. Discussion was held with Larry Janes, which was not accepted. Larry Janes was asked to provide a proposal for consideration by December 7, 2021. Dan Kaiser made a motion to table the discussion. Steve Mohr seconded the motion. **Motion carried unanimously.** This discussion item was tabled until December 14, 2021.

9. Discussion Items

- a. JCA annual report on the One Call Notification Board Scholarship Program was submitted on October 28, 2021. There was no scholarship awarded at Lake Area Technical or Western Dakota Tech this year. Mitchell Technical received one scholarship with an industry partner at Muth Electric, Inc.
- b. Suggested Board Meeting dates for 2022:

February 16 (Legislative Breakfast is approved and scheduled for February 16, 2022).

May 3, Tuesday

August 18, Thursday

November 1, Tuesday
- c. Dan Kaiser brought before the Board a request to start the RFP process for a Deputy Director. Discussion was held on plans, goals and actions to be taken. This will be added to the December 14 Agenda for action.
- d. Board Policy Manual Revisions & Review is in progress by May Adam, Codi Gregg and Larry Janes. The Policy with revisions will be sent out to Board Members for their review. This document will be added to the February Board Meeting.
- e. There has been movement regarding Board Member replacements through the Governor's Office with no announcements at this time. May Adam will continue to update the Board.
- f. Existing and new Board Member Training was discussed. Codi Gregg will evaluate training options and provide an update to the Board of Directors in December to allow for scheduling.
- g. Outgoing Board Member Presentations:
Steve Mohr - Original Board Appt 11/11/2019 – Steve Received a South Dakota 811 jacket and recognition plaque after serving 2 years serving on the South Dakota One Call Board. Steve resigned from the Board due to leaving MIDCO for an out of state position with a different company.

Doug Larson - Original Board Appt 4/18/2001 – Doug received a South Dakota 811 jacket and recognition cooler after serving 20 Years, 7 months on the One Call Board. Doug resigned due to his retirement from Northern Border Pipeline.

Ed Anderson - Original Board Appt 12/20/2000 – Ed received South Dakota 811 shirts and a recognition plaque for serving 21 Years, 6 Months, 8 Days. Ed retired due to his retirement from the South Dakota.

Kevin Kouba - Original Board Appt 11/14/1998 – Kevin received a South Dakota 811 jacket and a cooler for serving 23 Years on the South Dakota One Call Board due to accepting additional responsibilities at Ottertail Power Electric.

Presentations were made by the incoming Executive Director, Codi Gregg. Congratulations were offered by the rest of the Board for their dedicated service. This Board is very appreciative of all of the hard work put in.

h. Outgoing Executive Director Comments was tabled for the December 14, 2021 Board Meeting.

10. Scott Sasajima offered his Congratulations for the outgoing Board Members and thanked them for all of their work public comment offered.

11. Having no further business, Kevin Kouba made a motion to adjourn. Doug Larson seconded.

ONE CALL BOARD MEETING SCHEDULE:

Future Board Meeting Dates: (All meetings will be held face to face if possible.)

February 16, 2022 – Legislative Breakfast at the Capitol building in Pierre. Board Meeting will be held after breakfast at Red Rossa Meeting Rooms, roughly 11AM CT.

May 3, Tuesday, TBD

August 18, Thursday, TBD

November 1, Tuesday, TBD

ONE CALL BOARD ENFORCEMENT PANEL SCHEDULE

2 PM Central Time (1 PM Mountain Time) last Thursday of each month and last Friday during Legislative Session, unless otherwise rescheduled.

ANNOUNCEMENTS:

Materials presented at this meeting are available on the South Dakota 811 website www.SD811.com as well as the South Dakota Boards and Commissions website at <http://boardsandcommissions.sd.gov/>. They are also available by contacting the Deputy Director in writing at deputydirector@sd811.com, or by calling (605) 863-0951.