

May 16, 2017 (Final / Approved Circulated 6/13/2017)

FINAL / APPROVED MINUTES

**May 16, 2017 – 8:00 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 8:00AM CST.

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; 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; Kevin Kouba, Representing Investor-Owned Electric Utilities; Kurt Pfeifle, Representing Rural Water Systems; Todd Chambers, Representing Municipalities; Loren Beld, representing Excavation Contractors; Legal Counsel: Amanda Reiss; Executive Director: Larry Janes, Executive Assistant: Codi Gregg

Also in attendance: Commission Chris Nelson, South Dakota Public Utilities Commission; Steven Fischer, PHMSA; Mike Losawyer, Texas 811; Scott Sasajima, Texas 811; Rich Ferguson, USIC; Ryan Hartley, First District

Dan Kaiser welcomed Loren Beld to the meeting as the newest One Call Board Member, recently appointed by Governor Dugaard.

2. A motion to approve the February 12, 2017 One Call Board minutes was made by Bleau LaFave and seconded by Doug Larson. **Motion carried unanimously.**
3. Review and Approval of Financial Report. A motion was made by Kevin Kouba and seconded by Kurt Pfeifle to approve the financial reports including the expenditures details from January 2017 through April 2017. **Motion carried unanimously.**
4. Operations
 - a. Texas811 Performance Results were reviewed and found to be within contract guidelines.
 - b. Ticket volume history was reviewed. Incoming locate requests and dispatched tickets are slightly higher than in 2016 at this time. There have been 34,578 locate requests and 194,288 dispatched locate tickets during the January 1st through April 30, 2017.
 - c. Dispatched Tickets by Type were reviewed. There was a large jump in the number of damages reported between March and April, from 42 to 90. Texas 811 will begin pulling a monthly report with damages to be reviewed by Larry and Codi for repeat offenders. We will look at contacting those listed to advise of 811.
5. Steven Fischer, PHMSA, attended to review PHMSA's state rating for South Dakota's One Call enforcement. Steven presented more defined information on PHMSA, it's standards and suggestions for South Dakota 811. Discussion was held on how data is to be used, what to use for data and what to analyze.

6. Ryan Hartley of First District Association of Local Government updated the Board on the GIS updates being completed for South Dakota 811. Vouchers were also reviewed. The current contract was reviewed, which expires on July 1, 2017.

7. Executive Director Report Items

- a. Extension of Joint Powers Agreement with First District Association of Local Governments. This Agreement expires June 30, 2017. Today shall the One Call Board execute a new Joint Powers Agreement with an effective date of July 1, 2018? Motion was made by Fay Jandreau to table the contract and discussion until the June 7, 2017 Board Meeting for further review. Motion was seconded by Kurt Pfielfle. **Motion carried unanimously.** This has been added to the June Board Meeting Agenda.
- b. The International Locate Rodeo is being held in Grapevine, Texas, June 23 through June 25, 2017. Shall the One Call Board sponsor this safety event again in 2017? Motion was made by Dan Kaiser to sponsor the International Locate Rodeo in the amount of \$500. Motion was seconded by Doug Larson. **Motion carried unanimously.**
- c. Today shall the Board designate a dollar amount to allow the Chairman and Executive Director to jointly determine sponsorships and other miscellaneous expenses, not to exceed an annual dollar amount authorized by the Board? A Motion was made by Ed Anderson to allow the Executive Director and the Chairman of the Board to approve sponsorships in the amount of \$1,000 or less a total of four times annually, allowing the Executive Director and Chairman to spend \$4,000 maximum in one year's time. Motion was seconded by Fay Jandreau. **Motion carried unanimously.**
- d. Review of the 2017 and 2018 FY Budgets. Today shall the Board make changes to the 2019 FY Budget, and shall the Board approve the Budget for 2019? Discussion was held on the 2019 FY budget, with changes suggested. Motion was made by Dan Kaiser to table the approval of the 2019 Budget until the Executive Director Contract is approved. Bleau LaFave seconded the motion. **Motion carried unanimously.** This will be added to the June Board Meeting Agenda.
- e. 2017 Spring Safety and Damage Prevention Meeting Summary. Larry reviewed the number of locations visited in the Spring, 2017 and the number of attendees and the successes and comments back from those in attendance. Over 1,600 excavators, facility operators, and students from all four technical schools in South Dakota plus SDSU attended these meetings. Continuing Education Credit hours were once again provided through the South Dakota Electrical Commission, South Dakota Plumbing Commission, as well as the Board of Operator Certification for certified Water and Wastewater Operators.
- f. RFP #970 has been posted for the Executive Director position. A committee was formed to review proposals, interview, and make a recommendation to the Board. Today shall the Board schedule a date to review the recommendation of the committee and today shall the Board schedule a date to offer a contract to the candidate? The committee, John Ward, Ed Anderson and Todd Chambers will meet to review the RFPs and interview before the June 7, 2017 Board Meeting Conference Call. An update will be given at that time.

g. Election of Officers. The Executive Director will present recommendations for election of officers. Today shall the Board accept the recommendations for a new Chairman and Co-Chairman? Larry Janes nominated John Ward as Chairman and Fay Jandreau as Vice-Chairman for two year term to end May 2019. Dan Kaiser made a motion to approve. Erin Hayes seconded the motion. **Motion carried unanimously.** Larry Janes thanked Dan Kaiser for serving as Chairman over the past two years.

8. General Discussion:

a. At the request of the South Dakota One Call Notification Board, Governor Daugaard declared April as "Safe Digging Month". The proclamation was emailed out to all Board members prior to the May 16, 2017 Board Meeting.

b. SBIC/ Bureau of Human Resources Code of Conduct Template was briefly discussed. The Bureau of Human Resources had provided a template to all Boards and Commissions and requested feedback by May 10th on whether there were any concerns with the document. Suggestions were made by several Board members, which were forwarded to HR prior to the deadline. At this time, we're waiting for the final document.

c. Board of Director Expense reimbursement forms and receipts can now be forwarded to Codi Gregg for processing. The spreadsheet was recently emailed out to all Board members.

d. One Call Enforcement Panel Schedule, 2 PM Central Time (1 PM Mountain Time) last Thursday of each month, when necessary. E-Calendar invites will be emailed out to all committee members in the next week for the remainder of the year.

e. One Call Board Meeting Schedule
Tuesday, August 15, 2017, 8 AM – Board Meeting
Tuesday, November 14, 2017, 8 AM – Board Meeting
E-Calendar invites will be emailed out to all Board members in the next week.

f. Other discussion items. None brought before the Board.

9. There being no further discussion. Motion to adjourn was made by Kevin Kouba, seconded by Fay Jandreau. **Motion to adjourn carried unanimously.**