

DRAFT/UNAPPROVED MINUTES

August 14, 2018- 8:00 AM Central Time

**Ft. Pierre Holiday Inn Express
110 East Stanley Road
Ft. Pierre, SD**

1. Chairman John Ward opened the meeting with a call to order and Roll Call at 8:04 AM CT.

Board Members in attendance: Chairman, John Ward, Representing Excavation Contractors; Vice Chairman, Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Dan Kaiser, Representing Telecommunication Companies Offering Local Exchange Service to More Than 50,000 Customers; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Ed Anderson, Representing Rural Electric Cooperatives; Doug Larson, Representing Interstate Carriers of Gas or Petroleum; Todd Chambers, Representing Municipalities; Loren Beld, Representing Excavation Contractors; Legal Counsel, Amanda Reiss; Executive Director, Larry Janes; Deputy Director, Codi Gregg.

Attending via conference call: Erin Hayes, Representing Community Antenna Television Systems.

Board members unable to attend: Kevin Kouba, Representing Investor-Owned Electric Utilities.

Vacant: Representing Rural Water Systems;

Others in Attendance: Scott Sasajima, Texas 811; Rich Ferguson, USIC.

2. A motion was made to approve the May 15, 2018 Board Meeting Minutes by Dan Kaiser, seconded by Doug Larson. **Motion carried unanimously.**
3. After reviewing the monthly expenditures for May 2018 and June 2018, Todd Chambers made a motion to approve the Financial Reports. Motion was seconded by Dan Kaiser. **Motion carried unanimously.**
4. Operations - Texas811 Performance Results
 - a. Ticket volume history was reviewed. Volume is lower than this time last year.
 - b. Dispatched Tickets by Type was reviewed.
 - c. Ratio Outgoing to Incoming Tickets was discussed. The ratio of outgoing to incoming for July 2018 is 5.19%. July 2017 was 5.44%.
 - d. Electronic Ticketing was reviewed with 21% of locates being submitted on line with the excavator completing the mapping. Year to date, 1,589 homeowners have submitted locate requests online.

5. Executive Director Report Items:

- a. OC18-002 - In the Matter of the Complaint Filed by Watertown Municipal Utilities, Watertown, SD, Against Underground Communications, Waupaca, Wisconsin, for an incident Occurring on April 29, 2018 at 706 6th Avenue SE, Watertown, SD. Today shall the One Call Board accept the recommendation of the Enforcement Panel to dismiss this complaint, and shall the One Call Board close the Docket? Dan Kaiser made a motion to approve the recommendations of the Enforcement Panel and dismiss the complaint. Bleau LaFave seconded the motion. **Motion carried upon a roll call vote.** Todd Chambers abstained from the vote.
- b. OC18-003 - In the Matter of the Complaint filed by CenturyLink (CenturyLink), Sioux Falls, South Dakota against Site Works (Site Works), Sioux Falls, South Dakota, for an incident occurring on May 29, 2018 at South Gordon Dr. and East Linden Lane, 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? Bleau LaFave made the motion to approve the recommendation of the Enforcement Panel, Doug Larson seconded. **Motion carried upon a roll call vote.** Dan Kaiser abstained from the vote.
- c. Review of FY20 Budget. Today shall the Board make changes to the FY20 Budget, and shall the Board approve the Budget for FY20? The FY20 Budget was reviewed line by line. It was decided to increase Out of State Non-Employment Travel by 3%. Bleau LaFave suggested a 5% increase on Rents – Other, amending the total to \$5,250. Doug Larson made a motion to approve the budget, Bleau LaFave seconded the motion. **Motion carried unanimously.**
- d. On July 2, 2018 The State Board of Internal Controls released the Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members. Today, shall the South Dakota One Call Board accept and sign the SBIC Policy? In reviewing the SBIC Code of Conduct, the first statement under **General Restrictions on Participation in Board Action**, Bleau LaFave made the point all members have a conflict of interest regarding the general public. The Code of Conduct has been tabled until the Executive Director is able to research this statement with SBIC.
- e. The contract between the South Dakota One Call Notification Board and Texas811 will expire on December 31, 2018. On July 24, 2018 the RFP Committee met to discuss the Request for Proposal for Professional Services for the Center Contract. Today, shall the Board approve the recommendation from the Committee and shall the Request for Proposal and proposed schedule be issued to the Office of Procurement and the South Dakota 811 website for posting? The recommendations of the RFP Committee were reviewed and have been incorporated in to the RFP. State Administrative Rule 20:25:03:07(2) will be added to Item II, Section D (1). Under Item III, Center Operations Section C will be

clarified to include all modes of locate ticket entry used today. Item VI. Section D will be modified to involve the Board of Directors in non payments and collections. The RFP will be modified, recirculated and discussed via conference call on August 24, 2018.

f. The Strategic Planning Committee discussed that there is no policy regarding future employment by the Board for Board Members. Does the Board wish to address this and make an addition to the Policy Manual? After discussing the wording and the need for a possible policy add, this was tabled. Amanda Reiss is going to research further.

6. Discussion items:

- a. South Dakota 811 Day – Larry Janes and Codi Gregg attended the Great Plains Balloon Rally in Sioux Falls with the Cox Utility Services hot air Balloon. This was sponsored in part by South Dakota 811 and South Dakota Regional Common Ground Alliance. Pictures and details were added to the Facebook page.
- b. Discussion of future Legal work and Financial Management of the South Dakota One Call Board was held. Larry Janes has met with and discussed other departments absorbing and administering South Dakota One Call. In order to meet the deadline given in legislation, South Dakota One Call will be issuing an RFP for services listed above in October.
- c. South Dakota Regional CGA was discussed. Larry Janes and Codi Gregg are attending the CGA meetings but not taking a leadership role in the formation of the Regional CGA.
- d. OSHA Safe and Sound Week.- August 13 - 19, 2018.
- e. One Call Board Enforcement Panel Schedule, 2 PM Central Time (1 PM Mountain Time) last Thursday of each month, when necessary. **Please note no Panel Meeting will be held in August of 2018.**

f. Other:

Discussion was held on potentially dangerous practices of power companies locating to the transformer only. Dan Kaiser asked Amanda Reiss to determine in law who is responsible. Amanda Reiss will provide a brief to the Board of Directors regarding public safety, Attorney General's Opinion and how to proceed.

g. Public Comment.

h. Motion to adjourn was made by Loren Beld, seconded by Doug Larsen. **Motion carried unanimously.** Meeting adjourned at 10:57AM CT.

ONE CALL BOARD MEETING SCHEDULE:

August 24, 2018 (Friday) 8 am Central Time

November 14, 2018 (Wednesday), 8 am Central Time- Nov 12th is Veteran's Day Observed.

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://boardsandcommissionsd.gov/>. They are also available by contacting the Deputy Director in writing at deputydirector@sd811.com, or by calling (605) 863-0951.