

One-Call of Wyoming

Minutes

March 9, 2005

Parkway Plaza, Casper, Wyoming

A regular meeting of One-Call of Wyoming's Board of Directors was held in the Senate Room at the Parkway Plaza in Casper on March 9, 2005, at 10:00 a.m. In attendance were the following:

BOARD MEMBERS PRESENT:

1. George Fernandez – Liquids Pipeline Transportation (Terasen Pipelines (USA) Inc.)
2. Wayne D. Johnson – Local Telephone Communications (Qwest) [via telephone]
3. Tim Hibbard – Municipal (WYDOT) [via telephone]
4. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (Shoshone Municipal Pipeline) [via telephone]
5. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar) [via telephone]
6. Bill Pettit – Gas Distribution (Montana-Dakota Utilities Co.)
7. Russell Waldner – Carbon County Pipeline Association (Carbon Power & Light)
8. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
9. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
10. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)

BOARD MEMBERS ABSENT:

1. Bob Park – Long-Distance Telephone Communication (Pacific Power)
2. Larry Mead – Central Wyoming Utilities Coordinating Council (City of Casper)
3. Daniel Thissen – Albany County Utility Coordinating Council (Bresnan Communications, LLC)
4. Steve Loftin – Wyoming Contractors Association (71 Construction)
5. Doug Malsom – Cable Telecommunications (Bresnan Communications)
6. Keith Thomason – Electrical Distribution and Transmission (Xcel Energy)

GUESTS:

1. Candace Miles – One Call Systems, Inc.
2. J. D. Maniscalco – Utility

ALSO PRESENT:

1. Harry Williams – Executive Director
2. Judy Williams – Secretary

President George Fernandez advised there was not a quorum present.

Since there was not a quorum, President Fernandez suggested giving the council reports. Wayne D. Johnson reported the Riverton pipeline dinner was well attended. No complaints were received. Bill Pettit reported the Powell pipeline dinner was well attended. Lowell Ray Anderson gave a presentation at the dinner concerning locates where the nearest municipality is in a different county than the locate. Only complaint was contractors calling in as emergency locates, locates that are not actual emergencies. We should advocate at the workshops and

dinner not to use emergency locate requests unless it is an actual emergency. Sheridan's dinner will be March 15th. The Utility Locates of Weston County's dinner will be May 3rd. Doug Malsom called George and the Central Wyoming Utilities Coordinating Council dinner will be March 24th at the Parkway Plaza. Harry reported that he went to Cheyenne and met with Ross Reineke, Office of Pipeline Safety. A seven state study is being compiled on one-call systems. George stated that Missouri is initiating a special ticket strictly for design work.

(Jim Bunch entered the meeting at 10:19 a.m.)

(Arnie Davis entered the meeting at 10:32 a.m.)

President Fernandez called the meeting to order at 10:32 a.m. declaring a quorum.

J.D. Maniscalco entered the meeting. All present introduced themselves.

Candace Miles presented One Call Systems, Inc. Operational Report for February. There were 3,359 incoming calls and 22,259 outgoing messages. There were 2,971 routine tickets, 56 short notice tickets, 168 emergency tickets, 58 canceled tickets, 11 damage tickets, 28 no response tickets, 67 overwrite tickets, and 193 meetings scheduled. Average speed of answer was 14 seconds. There are 14 employees in the center. The parameters for locate tickets were discussed. There were a few changes that OCS wanted. Candace will E-mail the corrections to Harry and he will distribute them to the Board.

President Fernandez asked for additions or corrections to the agenda. Under New Business Mark Ransdell requested adding the purchase of more banners to be used at pipeline dinners. Mark Ransdell moved, seconded by Russell Waldner and carried, to purchase four One-Call of Wyoming banners for different areas of the state. The agenda was accepted as amended.

Tim Hibbard gave the financial report. After review, Russell Waldner moved, seconded by Arnie Davis and carried, to accept the financial report as presented and pay the bills. Harry reported that \$15,000 was written off. These were bankruptcies and members who refused to pay for tickets from before the two centers merged. There was discussion on how to handle overdue accounts. It was decided to write overdue letters. There should be a policy written on what measures will be taken.

J.D. Maniscalco reported on the DIRT (Damage Information Reporting Tool) program. The Colorado legislature changed the law four years ago making it mandatory for all facility owners to report facility damage and that the legislature build a tool for the collection of the data. Common Ground Alliance supports this program and the Colorado tool has taken on a national platform. The information submitted to the system is very confidential. For more information refer to www.cga-dirt.com. J. D. extended to the Board an open invitation to visit the Utility Notification Center of Colorado and to attend the Board Meetings – the next meeting is March 22, 2005, at 2:00 p.m. J.D. will send brochures promoting the program so we can distribute to OCS members.

(Tim Hibbard and Wayne Johnson left the meeting at 11:30 a.m.)

At this point, there was no longer a quorum.

Jim Bunch reported that the Legislative Committee has not met. Russell Waldner reported the Carbon County Pipeline Association would meet March 22, 2005. He requested a \$300 donation, a GPS unit, and the new video "Digging Dangers XVI". Jim Bunch reported the Utility Locates of Weston County would have its dinner May 3, 2005. Arnie Davis reported the Call-In Dig-In Safety Council would have a booth at the home show March 19 – 20, 2005; their dinner is April 7, 2005, and also requested a \$300 donation, a GPS unit, and the new video "Digging Dangers XVI". The City of Gillette is having its safety meeting March 11, 2005. It was decided this would be a good time to present the City of Gillette the plaque for the advertising on the trucks. Dennis Lawrence reported the Wind River-Big Horn Basin Utility Coordinating Council had a pipeline group meeting that was well attended. George Fernandez reported the Central Wyoming Utilities Coordinating Council dinner would be March 24, 2005. There was no report from the Albany County Utility Coordinating Council.

There was discussion on changing the day of the Board meetings, possibly making it easier to get a quorum.

Lowell Ray Anderson reported there was nothing to report on the Secretary's report.

The FCC will vote on the 811 number on March 10, 2005. OCW will purchase a plaque and present it to Jon Jacquot (PSC) at his retirement party April 1, 2005.

Harry reported that Fireman's Fund no longer carries liability insurance for non-profit organizations. Two other carriers have been contacted and the quotes should be available by the next meeting. The new "Digging Dangers XVI" video is available. Fifteen DVD's and 15 CDC's were ordered and more should be ordered. As of today, there are 140 registered for the workshops; Rawlins-24; Rock Springs-17; Riverton-29; Casper-14; Gillette-18 and Cheyenne-38. There were 12 GPS units and 12 coats ordered for the workshops. Since there is six workshops and 12 GPS units and 12 coats it was decided to give the extras out to first come first serve basis for contractor dinners, etc. Harry asked how many Board Members still had calendars. There were more calendars ordered last year and he wondered if it was too many.

(Lowell Ray Anderson left the meeting at 1:00 p.m.)

The Board Members left had a roundtable discussion on several items:

1. Where does the Board want to be in two, five, or ten years?
2. There are topics repeatedly come up in Board Meetings and never get resolved, how can we curb this?
3. There was a suggestion to make policies so when the topic comes up again, there is a policy in place to refer to.
4. There was a suggestion that instead of having monthly/quarterly board meetings, to have an Operating Committee consisting of three to five Board Members that would meet monthly and make decisions based on the policies the Board has adopted. If an Operating Committee member misses two meetings, they would be replaced. No telephone conference.
5. Rework the By-laws and the Excavator's Handbook.

The next Board of Director's meeting will be held **WEDNESDAY, APRIL 13, 2005**, at the Casper Parkway Plaza.

With no more business to come before the board, the meeting adjourned at 1:35 p.m.