

One-Call of Wyoming
Minutes
July 9, 2008
Parkway Plaza, Casper, Wyoming

A regular meeting of One-Call of Wyoming's Board of Directors was held in the Gourmet Room at the Parkway Plaza in Casper on July 9, 2008, at 10:00 a.m. In attendance were the following:

BOARD MEMBERS PRESENT:

1. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar)
2. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (Shoshone Municipal Pipeline) [via telephone]
3. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
4. Russell Waldner – Carbon County Pipeline Association (Carbon Power & Light)
5. Wayne D. Johnson – Local Telephone Communications (Qwest) [via telephone]
6. Steve Loftin – Wyoming Contractors Association (71 Construction)
7. Collens Wakefield – Electrical Distribution and Transmission (Cheyenne Light, Fuel & Power)
8. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)
9. Evan Woolston – Gas Distribution (Montana-Dakota Utilities Co.)
10. Don Swindle – Long-Distance Telephone Communication (Rocky Mountain Power)
11. Bret Crouch – Liquids Pipeline Transportation (Anadarko)

BOARD MEMBERS ABSENT:

1. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
2. Doug Malsom – Cable Telecommunications (Bresnan Communications)
3. Daniel Thissen – Albany County Utility Coordinating Council (Bresnan Communications, LLC)
4. Mark Williams – Municipal (WYDOT)

GUESTS:

1. Pete Melissakis – One Call Systems, Inc.
2. George Fernandez – Kinder Morgan
3. Dan Martinez – Kinder Morgan
4. David Piroutek – Public Service Commission
5. Laura Arellano – Public Service Commission
6. Bill Mixer – Casper College

ALSO PRESENT:

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

President Mark Ransdell called the meeting to order at 10:05 a.m.

President Ransdell welcomed all in attendance to the meeting and had all members introduce themselves.

President Ransdell asked for additions or corrections to the agenda. Russell Waldner moved, seconded by Collens Wakefield and carried, to accept the agenda.

(Steve Loftin entered the meeting at 10:10 a.m.)

David Piroutek with the Public Service Commission gave a presentation on a proposed damage prevention workshop. The workshop would be basically three separate panel discussions: The first panel discussion would be on the current one-call system to include excavators, utilities, and attorneys. The second panel discussion would be on third party damage prevention to include representatives of all stakeholders and especially local government. The third panel discussion would be discussion on how or if the present One-Call of Wyoming could be improved by including the attorney general's office, city, and county representatives. A question and answer period would follow. Discussion included the importance of getting the city and county attorney's involved in the prosecution of violators of the one call laws. David would like to have the workshop with the One-Call of Wyoming's annual meeting. Russell Waldner moved, seconded by Steve Loftin and carried, to have the proposed damage prevention workshop on November 12 and 13, 2008. (NOTE: At the September 9, 2008 Board Meeting, the date for One-Call of Wyoming's annual meeting was changed to November 13, 2008. It was also announced that the Public Service Commission has changed the date for their damage prevention workshop to November 12, 2008.)

Bill Mixer from Casper College presented a comprehensive plan for locator training and certification. Bill went over a course syllabus on Utility Locator Certification (copy attached). Discussion included equipment needs, grant applications, time frames, costs, and other pertinent information. The presentation was very acceptable to the Board and it was strongly encouraged that we continue to work together on this endeavor.

(Arnie Davis entered the meeting at 10:20 a.m.)

Pete Melissakis stated that on the statistics report the "percent of calls on hold over 120 seconds" should be 12%. The Operational Report for June was: 10,797 incoming calls and 64,880 outgoing messages. There were 9,820 routine tickets, 49 non-compliant tickets, 282 emergency tickets, 78 canceled tickets, 146 damage tickets, 273 no response tickets, 149 overwrite tickets, and 339 meetings scheduled. Average speed of answer was 38 seconds. The IBIS (Intelligent Batch Input System) ticket information was not available.

The April 9, 2008, minutes were reviewed. Russell Waldner moved, seconded by Steve Loftin and carried, to approve the April 9, 2008 Board minutes as presented.

At Arnie Davis' request, Harry Williams presented the Treasurer's Report. A preliminary budget was presented with the understanding that input from the Board was needed. The Balance Sheet and Check Detail were reviewed. Russell Waldner moved, seconded by Evan Woolston and carried, to accept the financial report as presented and to pay the bills.

Evan Woolston was asked to give Bill Pettit his recognition plaque and thank him for his service on the Board.

Russell Waldner reported that Carbon County Pipeline Association had their follow up meeting on the annual damage seminar.

Utility Locates of Weston County did not have a report.

Arnie Davis reported that the Call-In Dig-In Safety Council is busy and she is trying to get the City of Gillette to update their mapping.

Albany County Utility Coordinating Council did not have a report.

Dennis Lawrence reported that the Wind River-Big Horn Basin Utility Coordinating Council had a meeting. The members discussed certified locators and agree it is a great idea.

Mark Ransdell reported that the Uinta County Pipeline Association had a follow up meeting after their safety seminar.

Mark also reported that the Green River Basin Pipeline Association had a follow up meeting after their workshop.

There was nothing to report on the Secretary's report.

The Wyoming Pipeline Association is holding another meeting, July 15, 2008, in Rock Springs. President Ransdell will keep the Board informed as to what the association is doing.

Harry reported that he contacted an attorney regarding the question of having an alternate-at-large or an alternate board member for an interim period of time, or changing the number required for a quorum at board meetings. The opinion of the attorney is to change the by-laws Board of Directors quorum rule.

Alltel had a software problem which caused all Wyoming "811" calls to go to Colorado. After a couple of days the problem was fixed.

Jim Bunch wanted the fiber optic cable cut in Sheridan mentioned. The cut happened June 30th and affected the northeast part of the state. Residents were without Internet and long distance service. Service was restored by 8:45 p.m.

Hats and tee shirts have been ordered and the cups have been received.

Harry contacted PRB about their bankruptcy. They were to fax information to the office and we are still waiting for the information. Arnie stated that the contractor or whomever that is doing the locates of PRB utilities requires the excavator to pay to have PRB's utilities located. Harry will contact the Public Service Commission to see what avenues are available for utility bankruptcies.

Harry and Judy attended the Wyoming Association of Municipalities convention. There were very favorable comments and no complaints. They also attended a Questar safety meeting in Rock Springs and received favorable comments.

Russell Waldner moved, seconded by Arnie Davis and carried, to purchase 2,000 green material shopping bags and 10,000 plastic bags with both one call phone numbers printed.

There was no new business.

President Ransdell was reminded to appoint a three person nominating committee by August 12, 2008.

The next Board of Director's meeting will be **WEDNESDAY, SEPTEMBER 10, 2008**, at the Casper Parkway Plaza.

With no more business to come before the Board, Russell Waldner moved, seconded by Dennis Lawrence and carried, to adjourn. Meeting adjourned at 12:55 p.m.

CASPER COLLEGE COURSE SYLLABUS

ELTR XXXX **Utility Locator Certification**

Semester/Year: Fall 2008

Lecture Hours: 1.5

Lab Hours: .5

Credit Hours: 2.0

Class Time:

Days:

Room:

Instructor's Name: David Arndt/William Mixer

Instructor's Contact
Information: **Office:** EI-121

Office Phone: 268-2521

Email:
darndt@caspercollege.edu
wmixer@caspercollege.edu

Office Hours: M –F 8-8:50 AM

Course Description:

Fundamentals of underground utility location will be covered. This will include the methods used to change the transmitter current levels, change the shape of the magnetic field, how to measure the magnetic field with the receiver, and how to produce a round magnetic field and verify depth. Successful completion of this course will result in certification as an Underground utility Locator through Staking University.

Statement of Prerequisites: None

Goals:

Upon completion of this course, the student will:

1. Demonstrate how to measure current with a transmitter and receiver unit.
2. Demonstrate how to determine signal shape with a transmitter and receiver unit.
3. Identify utility lines using a transmitter and receiver unit.

Outcomes:

The student will:

1. Demonstrate how to properly read and access the induced current level on an underground utility line, if current is detected.
2. Demonstrate how to produce current on a utility line, if current is not detected.
3. Demonstrate the methods for increasing or decreasing the current level on an underground utility line.
4. Demonstrate at least three methods to determine whether the magnetic signal shape is circular or non-circular.
5. Demonstrate the different methods that may produce a circular magnetic field when a non-

- circular magnetic field is detected.
6. Demonstrate the methods that are used to identify a target utility line in a given area.
 7. Demonstrate the methods that are used to determine the absence of target utility lines in a give area.
 8. Demonstrate how to find the depth of an underground utility.
 9. Demonstrate understanding of the Wyoming State Law on public utilities.

Methodology:

This is a lecture/laboratory course that covers five days. Students will spend twenty-four hours in lecture **and field demonstrations** covering the theory material for utility location during the five day course. Students will spend sixteen hours in an outdoor laboratory using the location concepts, covered in the lecture, to locate utility lines on the Casper College campus.

Evaluation Criteria:

Student comprehension of material covered in the lecture will be evaluated through a written test and a practical test.

The grading criteria will be Pass/Fail.

Students who successfully complete this course will gain certification as an Underground Utility Locator through Staking University.

Required Text, Readings, and Materials:

None

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:

Please refer to the current Casper College Catalog.

Student Rights and Responsibilities:

Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command:

If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism:

Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy:

It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Safety:

Personal and equipment safety standards will be strictly enforced. It is the individual's responsibility to develop a safe work attitude.

Calendar or schedule indicating course content:

Day 1: Types of antennas, ways to transmit, ways to receive and magnetic field. Use the five methods; peak, null, depth measurement, the peak method, and the null method for locating a specific underground utility line by measuring and determining the shape of its magnetic field.

Demonstrations: Ways to transmit, ways to receive, line magnetic field, peak and null measurements, depth measurement, peak method and null method to determine if the magnetic field is circular or non-circular. Methods for locating/tracking a utility line.

Lab: Using of receiver to get the peak reading, the null reading, the depth reading, and using the peak method, and the null method to determine the shape of the underground utility's magnetic field.

Day 2: Review of day 1 material. Inductive and conductive methods of injecting a magnetic signal on a utility line. Use of frequencies for different types of utility location conditions. The five methods used to determine a circular magnetic field. Types of underground electrical cables and how they work. Five methods to change the signal strength and the signal shape. Types of utility pipes, insulated and non-insulated.

Demonstrations: Use of frequencies to increase or decrease current on a utility line. Five methods to determine if a utility line's magnetic field is circular or non-circular. Five methods for changing signal strength on a utility line.

Lab: Determining if a utility line's magnetic field is circular or non-circular. Using different frequencies on the same utility line to increase or decrease the current on the line. Determining the shape of an underground utility's magnetic field.

Day 3: Certification standards: Five ways to change the current/signal strength on a utility line. Five ways to determine the shape of a utility line's magnetic field. Five methods to change the shape of a utility line's magnetic field. Induction vs. conduction on underground utility lines. Wyoming State Law on public utilities.

Demonstration: Changing the magnetic field's shape on a utility line. Two-man sweep method of finding a utility line. Using induction to blank out one utility line to locate a nearby utility line.

Lab: Practice the two-man sweep method and blanking out a utility line using induction.
Practice finding and tracking utility lines.

Day 4: Review of all material from day 1 to day 3. Written test.

Lab: Practice finding and tracking utility lines using the induction and conduction methods.

Day 5: Individual **certification** practical testing.