

**One-Call of Wyoming
Board Meeting Minutes
May 13, 2010**

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 May 13, 2010. In attendance were the following:

BOARD MEMBERS PRESENT:

1. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (North End water Users) (joined by telephone conference at 10:01 a.m.)
2. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
3. Wayne D. Johnson – Local Telephone Communications (Qwest) (joined by telephone conference at 9:58 a.m.)
4. Steve Loftin -- Wyoming Contractors Association (71 Construction)
5. Doug Malsom – Cable Telecommunications (Bresnan Communications)
6. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar)
7. Russell Waldner – Electrical Distribution and Transmission (Carbon Power & Light) (joined by telephone conference at 10:00 a.m.)
8. Mark Williams – Municipal (WYDOT)
9. Evan Woolston – Gas Distribution (Montana-Dakota Utilities Co.)

BOARD MEMBERS ABSENT:

1. Long-Distance Telephone Communication - Vacant
2. Bret Crouch – Liquids Pipeline Transportation (Anadarko)
3. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
4. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)

GUESTS:

1. Gary Craig – One Call Systems, Inc. (joined by telephone conference at 10:02 a.m.; left at 11:38 a.m.)
2. Pete Melissakis – One Call Systems, Inc.
3. Charlene Murdock, Montana Dakota Utilities (MDU) Resource Group, ad hoc legislative committee (joined meeting at 10:07 a.m.; left meeting at 11:30 a.m.)

ALSO PRESENT:

1. Collens Wakefield, Executive Director
2. Virginia (Ginny) Wakefield, Administrative Assistant

After a quorum was met, President Mark Ransdell called the meeting to order at 10:03 a.m. Following introductions, President Ransdell asked for additions or corrections to the agenda. Mark added a Wyoming Pipeline Association report to Old Business and discussion of ticket problems under Pete's OCS report. Collens will discuss advertising under Old Business. Mark noted that Marcie Buchholz resigned from her job in April and is no longer on the Board. Arnie Davis's husband passed away this week. Collens sent flowers for the memorial service to

be held Friday May 14th and passed around a card for the Board to sign. Jim Bunch moved to adopt the agenda as presented. Seconded by Doug Malsom. Motion carried.

One Call Systems Report:

Pete Melissakis noted that the number of tickets is up 10.4% for January through April from 2009 but about the same as 2008. May numbers are down so far, probably because of weather.

Pete said the Notification Center has been receiving calls from homeowners complaining that Wyoming Gas has stopped locating on private property. Discussion showed that this is in line with practices of other utilities statewide to locate just to the meter. Collens received a call from a newspaper reporter in Riverton, whom he referred to the Public Service Commission (PSC). This is a PSC issue.

Pete gave the Operational Report for April 2010. There were 8,177 routine tickets, 86 canceled tickets, 65 damage tickets, 281 emergency tickets, 156 no-response tickets, 4 non-compliant tickets, for a total of 8,905 tickets.

Minutes:

Lowell Ray Anderson presented the minutes of January 13, 2010. Russell Waldner asked for correction of the minutes in the line about the meeting notification by changing "Microsoft Outlook Express" to "Microsoft Outlook Calendar." Jim Bunch moved to approve the minutes as corrected. Mark Williams seconded. Motion carried.

Treasurer's Report:

Arnie Davis was not present to give the Treasurer's Report. Collens supplied the information. The 2010 Damage Prevention Education workshop expenses summary passed out includes the workshop expenses, which totaled \$24,049.50. A discrepancy was noted between the total dollar expenditure of \$24,049.50 for the Damage Prevention Education (DPE) workshops and the total of \$23,758.65 on the Profit and Loss statement. Collens noted that he added the Kemmerer expenses of \$849.15 at the last minute and will submit the corrected final statement with these minutes. Jim Bunch moved to accept the Treasurer's Report as corrected. Seconded by Evan Woolston. Motion carried.

The Board reviewed the proposed 2010 budget at the January 13, 2010, meeting, but did not approve it. Russell Waldner moved, and Jim Bunch seconded, that the Board approve the 2010 Budget. Motion carried.

Russell Waldner requested that Collens send the following reports to Board members the first week of every month: the OCSI monthly report, the Profit and Loss Statement, and Budget vs. Actual reports.

Councils and Associations Reports:

- Utility Locates of Weston County. Jim Bunch reported that the council has met twice and had a successful contractors recognition dinner with Collens Wakefield featured as the Keynote Speaker.
- Call-In Dig-In Safety Council. No report.
- Wind River-Big Horn Basin Utility Coordinating Council. No report.
- Uinta County Pipeline. Mark Ransdell.

- Green River Basin Pipeline Association. Mark Ransdell reported that these last two both have had association meetings and are active.

Old Business:

Legislative Update:

President Ransdell presented an appreciation plaque to Charlene Murdock for her efforts in obtaining the successful passage of the revised Wyoming One-Call statutes by the 2010 legislature. He thanked Steve Loftin and all of the committee members for all of their time and hard work in achieving this.

In light of the new law going into effect on July 1, 2010, Charlene emphasized that OCW must get a process for written documentation in place to meet the requirements of the new law.

(Charlene left the meeting at 11:30 a.m.)

OCW will design forms as required in the revised Wyoming law. Disclaimers will be on the forms, noting, "One-Call of Wyoming is a repository for information, not an investigatory agency."

The Board will meet by conference call at 1 p.m. on May 27th to finalize these forms.

Gary Craig suggested that Wyoming plug into the DIRT (Damage Information Reporting Tool) program as a reporting tool. Collens will work on this.

Collens noted that he is working on having the web site upgraded so that it can handle our increased needs.

Collens noted that he had received a call regarding a non-OCW-member bank that has lines under an alley (a public roadway) between its main building and drive-up tellers. The Board agreed that any entity with this kind of situation should become an OCW member for its own protection, as well as to be in compliance with the law. Banks and school districts will be Group 2 members.

(Gary Craig left the meeting at 11:38 a.m.)

Excavators Handbook revision:

As part of the process, we will include the revised 2010 Wyoming State Statutes in the new handbook. Ginny has already typed the book into a Word file. She will email it (in MS Word 97-2003 .doc extension file) to the Board and Pete. The Board will send suggestions for changes to Ginny by Friday May 21st, which she will compile and email back to the Board.

We will try to have the new Handbook with the new Statutes in full printed and ready by July 1, 2010. We will mail several copies to each OCW member.

2010 Common Ground Alliance conference report:

Collens and Ginny Wakefield attended the Common Ground Alliance (CGA) Conference in San Diego, California, March 2-4, 2010.

Attending CGA benefited OCW by providing the latest updates in the industry and by giving our state and operation a voice and an opportunity to network with systems across the country. One Call Systems, Inc. (OCSI) met on Monday. Among other accomplishments, the states coordinated regional advertising for the 811 phone number.

The daylong Damage Investigations workshop focused on the required elements of a successful damage investigation. These included site investigation techniques, assessing damages, establishing root cause, photographic and sketch techniques, identifying the big picture, understanding the roles and responsibilities, meeting with the press, developing and standardizing an investigation for your industry, and measuring the effectiveness of your efforts. Collens reported that he learned the techniques needed to ask the relevant questions when damages are reported.

CGA Best Practices update included the following: planning and design, one-call centers, locating and marketing, excavation, mapping, compliance, public education, reporting, and evaluation.

Collens receives questions from operators and excavators all the time. He said that learning the process of how best practices are changed, modified, and applied, will enable him to either answer their questions or to refer them to the CGA web site and the appropriate resources.

The workshop on how to get the state legislature on a one-call's team emphasized areas that Charlene Murdock proved to be effective this year: Legislators often oppose One-Call bills because of personal bias, not recognizing the importance of one-call, and not being persuaded because of the weakness of a presentation. None of these applied in Wyoming this year. Identifying the stakeholders means identifying the key players for both the short and long hauls and building alliances.

In the update 2010 on new and proposed Damage Prevention legislation and regulation, discussion was held on proposed legislation in several states, including Wyoming. Collens gave an update on our process and progress.

In the One-Call Board of the Future workshop, Collens believes that our Board in Wyoming is there, now. Our Board shapes the future of damage prevention and is key to legislative successes. Our Board members are forward thinking and leaders and continually contribute to OCW's success in Wyoming. He said he is proud to represent our Board and Wyoming.

Networking is one of the biggest benefits of attending a national conference such as CGA. New Mexico shared the Guidelines for its Board of Directors. (Collens will email the guidelines to the Board and to Pete this week.)

One of the most exciting media releases to come from the CGA meeting this year is a video for children on Damage Prevention, which Collens showed the Board before adjournment

Collens and Ginny are looking forward to attending CGA in 2011.

Advertising and Promotion:

Billboards: Collens showed graphic designs submitted by Lamar of Casper, which were received well by Board members present. Collens will speak with OCW members to ask for co-support of these 811 billboards around the state.

2010 Report on Damage Prevention Education workshops:

The report is attached. The workshops seem to have gone very well this year.

Mark Ransdell requested that the following information be posted on the OCW web site for this year and again in 2011:

- The workshop agenda
- A biographical sketch of the presenters
- A list of attendees

- A list of advertising venues
- A comparison of year-to-year attendance on a spreadsheet

New Business:

2011 Damage Prevention Education workshops:

Mark asked Collens to confer with Jon Brown of Wyoming Pipeline Association (WyPA) to compare 2010 attendance at their various workshops in determining next year's schedule. This will be set up at a Fall 2010 meeting.

Mark indicated that there is interest in getting Continuing Education credits for attending OCW/DPE workshops. He noted that police officers in Rock Springs and water operators in Pinedale had asked about credit hours. Mark asked Collens to work with WARWS about getting DEQ approval, which could then be advertised as "DEQ credit hours available."

Collens will contact and try to involve more OCW members, emphasizing damage to underground facilities not just pipelines. He would like to see more attendance from their companies and participation in the vendor booths at the DPE workshops.

Next year Collens will again send out email invitations and post cards and will advertise in newspapers through the Wyoming Press Association. Collens would like to see the entire schedule posted and have all responses go through the web site.

OCS:

The Board recently participated in a conference call with Karla McNamara regarding some changes being considered by OCS. Our Board supports OCS decisions in these matters.

MEETINGS:

The **Annual** meeting will be held on the **first** Wednesday of November (the 3rd) 2010, at the Parkway Plaza in Casper. The Board dinner will be Tuesday, Nov. 2nd.

The next Board meeting will be **Thursday** August 19, 2010, at 10 a.m. at the Parkway Plaza in Casper.

Mark Ransdell will send an Outlook Calendar notice of the next Board meeting this week as well as a **reminder two days prior** to the meeting. Mark reiterated his request that any Board members unable to attend a meeting notify him **by noon** of the preceding day, so the quorum number can be established **before members begin traveling**.

Russell Waldner moved to adjourn the meeting. Seconded by Jim Bunch. Motion carried. Meeting was adjourned at 2:12 p.m.

(Minutes recorded and transcribed by Virginia R. Wakefield.)

Respectfully submitted, Lowell Ray Anderson.

Damage Prevention Workshops 2010

EXPENSE REPORT

Mileage	Location	Roomy/rental	Meal	Lodging/meals	Supplies	Media	Postage	Attendance	Sponsors	Cost/ea
0	Pinedale	\$0.00	\$350.00	\$0.00	\$77.04	\$420.96	\$35.28	37	9	\$883.28
0	Evanston	\$0.00	\$783.56	\$0.00	\$77.04	\$119.92	\$23.10	36	14	\$1,003.62
0	Cheyenne	\$0.00	\$1,659.96	\$0.00	\$77.04	\$529.23	\$31.64	51	20	\$2,297.87
206	Douglas	\$0.00	\$361.52	\$123.25	\$77.04	\$84.00	\$8.96	19	12	\$654.77
206	Casper	\$0.00	\$782.28	\$128.68	\$77.04	\$608.56	\$41.44	47	23	\$1,638.00
206	Gillette	\$0.00	\$1,971.06	\$219.02	\$77.04	\$532.48	\$33.32	36	11	\$2,832.92
670	Sheridan	\$0.00	\$5,011.00	\$194.43	\$77.04	\$216.96	\$24.92	54	9	\$5,524.35
620	Thermopolis	\$25.00	\$690.69	\$76.30	\$77.04	\$195.52	\$12.60	35	11	\$1,077.15
775	Cody	\$0.00	\$920.64	\$86.50	\$77.04	\$374.00	\$27.72	50	8	\$1,485.90
0	Rocksprings	\$50.00	\$669.38	\$0.00	\$77.04	\$280.96	\$35.42	94	25	\$1,112.80
0	Riverton	\$0.00	\$1,237.78	\$0.00	\$77.04	\$297.20	\$37.94	76	16	\$1,649.96
100	Laramie	\$0.00	\$995.00	\$140.73	\$77.04	\$104.40	\$13.16	44	15	\$1,330.33
200	Guernsey	\$0.00	\$315.00	\$88.56	\$77.04	\$327.68	\$7.28	8	14	\$815.56
0	Raunfels	\$0.00	\$800.00	\$0.00	\$77.04	\$196.72	\$16.80	40	22	\$1,090.56
0	Kemmerer	\$0.00	\$767.35	\$0.00	\$77.04	\$105.36	\$4.76	47	12	\$954.51
2983		\$75.00	\$17,315.22	\$1,057.47	\$1,155.60	\$4,393.95	\$354.34	674	221	\$24,351.58