

One-Call of Wyoming

Minutes

February 11, 2004

Parkway Plaza, Casper, Wyoming

A regular meeting of the One-Call of Wyoming Board of Directors was held in the Gourmet Room at the Parkway Plaza in Casper on February 11, 2004, at 10:00 a.m. In attendance were the following:

BOARD MEMBERS PRESENT:

1. George Fernandez – Terasen Pipelines (USA) Inc.
2. Lowell Ray Anderson – Shoshone Municipal Pipeline (via telephone)
3. Tim Hibbard – Municipal – WYDOT (via telephone)
4. Russell Waldner – Carbon County Pipeline Association – Carbon Power and Light, Inc.
5. Steve – Wyoming Contractors Association – 71 Construction
6. Arnie Davis – Call-In Dig-In Safety Council
7. Don Hillman – Montana-Dakota Utilities Co. (via telephone)
8. Keith Thomason – Xcel Energy
9. Wayne D. Johnson – Qwest
10. Jim Bunch – Black Hills Power
11. Jim Wilhelm – Bresnan Communications, LLC
12. Mark Ransdell – Questar (via telephone)
13. Chuck McCoy – Wind River-Big Horn Basin Utility Coordinating Council – City of Riverton
14. Dale Wamhoff - Central Wyoming Utilities Coordinating Council – City of Casper

BOARD MEMBERS ABSENT:

1. Bob Park – Pacific Power
2. Daniel Thissen – Bresnan Communications, LLC

GUESTS:

1. Candace Miles – One Call Systems

ALSO PRESENT:

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

President Fernandez called the meeting to order at 10:07 a.m. and asked all present to introduce themselves.

George asked for additions or corrections to the agenda. Don Hillman requested the addition of contractor's dinner donations under new business. Chuck McCoy requested that his name replace Bill Guthrie's as the representative from Wind River-Big Horn Basin Council. After adding the item and correction, Russell Waldner moved, seconded by Jim Wilhelm and carried, to accept the agenda with corrections.

Harry reported on the pipeline safety grant. Harry stated that he was compiling documentation for submission to David Stearns. During the workshops; Harry, Mike, and Gary

talked. Harry thought the workshops were well received. Harry suggested having additional workshops in Evanston, Laramie and Casper. The dates would be the week of March 22nd on Monday, Wednesday and Friday. Russell Waldner moved, seconded by Chuck McCoy and carried to have three more workshops in Evanston, Laramie, and Casper.

(Steve Loftin entered the meeting at 10:16 a.m. and Jim Bunch entered the meeting at 10:20 a.m.)

Due to Steve Loftin having to attend another meeting the Technical Committee Report was given next. There was a Technical Committee meeting February 4, 2004. The Committee reviewed the fees charged for membership, compared income against 2003 costs and 2004 projected costs, and discussed changes to the fee policy for the different groups to make it more equitable to all. Discussion ensued on all issues. Steve wanted to know what the Board thought about simplifying the accounting as to no free tickets and bringing the three groups closer together, making it more equitable. Russell Waldner wanted to know if OCW was going to do just tickets or help the longliners with the DOT documentation on public awareness. If it is just tickets, everyone pay the same price for tickets, if we are going to do documentation for regulation purposes there is an additional burden in doing that for longliners. There was discussion on what information was needed for the Federal and state audits some Group I and II members need, and how OCW could be of help with providing the information from the workshops. Steve mentioned the Committee consciously left some stuff out that they decided it was not the Committee's job to do. They also assumed that all the programs were going to stay the same and were going to go on the way they were, no changes in the way we are operating. These were the assumptions in the discussion of what the fees were going to be, and second, they did not include any outside source of income such as grant money. George mentioned that the reason this all came about was because the members are paying well and we should give something back to the members – they are the ones making it work. Steve stated that we should have a cash cushion of about one year operating money. Lowell Ray stated that the county fees have always been a headache and the reason they were in there originally was to provide up front operating money. Steve further stated that OCW's net income for 2003 was \$117,044.34 profit and this would not be allowable forever and that is not what we are here for. The Committee took the proposed 2004 budget of \$368,100. and worked backwards by deciding to not include the county fees with Group I and II and what it would cost per ticket and found we could get the same income by changing the ticket fee from \$1.00 to \$1.10 and charging every member a \$15.00 fee for each CDC Code. Steve stated that the Committee discussed raising the membership fee to \$400 for all members, but that Lowell Ray pointed out that some of the small entities would not be able to handle the increase so the Committee concentrated on the population figure and to raise that. It is now \$2.30 per 100 customers served and raise it to \$3.00 per 100 customers served. The recommendation is \$1.10 per ticket for Groups I and II, \$15.00 membership fee per CDC Code (Groups I, II and III) and \$3.00 per 100 customers for Group III. Russell suggested raising the membership fee from \$15.00 to \$50.00 and leaving the ticket price at \$1.00. Lowell Ray opposed the \$50.00 membership fee because the small entities don't have much of a budget. Lowell Ray stated he was the instigator of the \$15 membership fees for the Group III last year and it was to recover the cost to have that member on the books, it was not intended to be an income item but to recover expenses. Lowell Ray is also opposed to raising the fee to \$3.00 per 100 customers, it is not an unreasonable figure, but it is a 30% increase in their fees and in 2003, as already mentioned, we had a \$117,000, or 25% profit. Tim reminded Lowell that if OCW enacts this increase, what Group III pays for tickets would still be subsidized by the other two Groups. A discussion took place on raising the Group III to \$3.00

per 100 customers and Group I and II to \$1.00 a ticket with a yearly membership fee. Russell Waldner moved, seconded by Chuck McCoy and carried, to table the fee structure until David Stearns can work on it.

(Arnie Davis entered the meeting at 10:50 a.m. – during the fee structure discussion)

(Steve Loftin and Dale Wamhoff left the meeting at 11:30 a.m.)

Harry Williams reviewed the financial report. The Balance Sheet, Profit and Loss and Check Detail were reviewed. Tim Hibbard recommended putting together an RFP for audits. Russell Waldner moved, seconded by Chuck McCoy and carried, to accept the financial statement and work up an RFP for an audit.

(Don Hillman, Tim Hibbard, and Mark Ransdell left the meeting at 11:55 a.m.)

(Dale re-entered the meeting at 12:00 p.m., Mark Ransdell re-entered the meeting at 12:01 p.m.)

Candace Miles presented One Call Systems, Inc., Operational Report for January. There were 2,564 incoming calls and 15,714 outgoing messages. There were 2,138 routine tickets, 55 short notice tickets, 240 emergency tickets, 26 canceled tickets, 32 damage tickets, 46 no response tickets, 27 overwrite tickets, 189 meetings scheduled. Average speed of answer was 20 seconds. Chuck McCoy moved, seconded by Russell Waldner and carried, to accept the OCS report.

Jim Bunch advised there would be a Legislative Committee meeting March 4, 2004. Russell Waldner reviewed the merger of Carbon County Underground Utilities Coordinating Council with Carbon County Pipeline Association. He requested a donation for their contractor dinner to be held March 25, 2004. Arnie Davis requested a donation for the Call-In Dig-In Safety Council contractor dinner. She further stated that they do their own advertising. There was no report for Albany County Council. Chuck McCoy advised that the Wind River-Big Horn Basin Council had sent out letters soliciting attendance at their meetings. Dale Wamhoff advised that Central Wyoming Utilities Coordinating Council will hold their annual dinner on March 25, 2004, at Parkway Plaza and that invitations have been sent. Russell Waldner moved, seconded by Dale Wamhoff and carried, to donate \$300 each to the Sheridan, Powell, Utility Locates of Weston County, Carbon County Pipeline Association and Call-In Dig-In Safety Council dinners.

(Tim Hibbard re-entered the meeting at 12:25 p.m.)

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

President Fernandez presented Russell Waldner an appreciation plaque and thanked him for his efforts as President.

A list of past OCW Board Members was reviewed. It was recommended to purchase plaques for these members. Arnie Davis said she would obtain the plaques.

Harry Williams advised the workshop attendance was averaging about 70. Gary Craig and Mike Parilac are doing a good job. Harry advised that Norm Soden (City of Cheyenne) could man the booth at the Rocky Mountain Chapter of APWA Conference to be held in Cheyenne

March 30 – April 1, 2004. There is a fee of \$350. Russell Waldner moved, seconded by Arnie Davis and carried, to have a booth at the APWA Conference. Harry advised that OCW could help sponsor a video produced by Underground Focus for \$2,000. This would entitle OCW to 30 free tapes, on which an OCW message could be used as a lead-in and/or trailer. Russell Waldner moved, seconded by Chuck McCoy and carried, to sponsor the video for \$2,000.

There was a discussion on purchasing stainless steel mugs for give-a-ways. Russell Waldner moved, seconded by Arnie Davis and carried, to purchase 2000 stainless steel mugs with the OCW logo on one side and a statement about white lining on the opposite side.

The next Board of Director's meeting will be **WEDNESDAY, MARCH 10, 2004**, at the Casper Parkway Plaza.

With no more business to come before the board, Mark Ransdell moved to adjourn. Meeting adjourned at 1:20 p.m.