

## **One-Call of Wyoming**

### **Minutes**

August 10, 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 August 10, 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. Tim Hibbard – Municipal (WYDOT) [via telephone]
3. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (Shoshone Municipal Pipeline) [via telephone]
4. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar)
5. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
6. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
7. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)
8. Jeanie Wolford – Central Wyoming Utilities Coordinating Council (City of Casper)
9. Doug Malsom – Cable Telecommunications (Bresnan Communications)
10. Keith Thomason – Electrical Distribution and Transmission (Cheyenne Light, Fuel & Power)
11. Bob Park – Long-Distance Telephone Communication (Pacific Power)

#### **BOARD MEMBERS ABSENT:**

1. Wayne D. Johnson – Local Telephone Communications (Qwest)
2. Steve Loftin – Wyoming Contractors Association (71 Construction)
3. Daniel Thissen – Albany County Utility Coordinating Council (Bresnan Communications, LLC)
4. Bill Pettit – Gas Distribution (Montana-Dakota Utilities Co.)
5. Russell Waldner – Carbon County Pipeline Association (Carbon Power & Light)

#### **GUESTS:**

1. Gary Craig, Vice-President – One Call Systems, Inc.
2. Candace Miles – One Call Systems, Inc.

#### **ALSO PRESENT:**

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

President George Fernandez called the meeting to order at 10:10 a.m.

President Fernandez asked for additions or corrections to the agenda. Under New Business it was requested to add setting a date for the annual meeting and appointing a nominating committee. The agenda was accepted as amended.

Candace presented One Call Systems, Inc. Operational Report for July. There were 7,689 incoming calls and 44,066 outgoing messages. There were 6,935 routine tickets, 124 non-compliant tickets, 226 emergency tickets, 69 canceled tickets, 65 damage tickets, 107 no response tickets, 163 overwrite tickets, and 312 meetings scheduled. Average speed of answer was 14 seconds.

The June 8, 2005, Board minutes were reviewed. Tim Hibbard moved, seconded by Mark Ransdell and carried, to approve the June 8, 2005 Minutes as printed.

Tim Hibbard gave the financial report. After review, Mark Ransdell moved, seconded by Keith Thomason and carried, to accept the financial report as presented and pay the bills.

Carbon County Pipeline Association – no report.

Jim Bunch reported that the Utility Locates of Weston County did not have a meeting and will not meet until fall.

Arnie Davis reported the Call-In Dig-In Safety Council had a meeting and everyone is busy.

Albany County Utility Coordinating Council – no report.

Dennis Lawrence reported the Wind River-Big Horn Basin Utility Coordinating Council did not have a meeting.

Jeanie Wolford reported that Central Wyoming Utilities Coordinating Council had a meeting on June 10. Several locators and town employees attended the meeting. Discussed was spelling errors, direct locations, No Response tickets, locked gates, dogs, survey locates, and homeowners not marking the proper area. Some locators said the contractors have been told by One-Call that when they call in an emergency they do not have to report the damage to the utility owner that One-Call takes care of notifying the utility owner. Some contractors are calling in five mile locates that can't be located in the 48-hours. The last issue was naming as intersecting streets, streets that do not exist on the ground because they have not yet been built. Some suggestions to rectify some of these problems were: to call before going out and telling the person they will be there in 'X' amount of time, please unlock the gates, or if you have a dog, have it under control. Suggest utility companies put in their newsletters or billings notice that when homeowners call in a locate request, they should let it be known if they have dogs or locked gates. There was discussion regarding tickets for surveying projects. This topic will be addressed in the Legislative Committee and will come back to the full Board with suggestions.

There was no report from the Albany County Utility Coordinating Council.

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

Gary Craig presented a program OCS has implemented on ticket and excavator searches. The website is [www.onecallresponse.com/wy](http://www.onecallresponse.com/wy). A member is required to register with OCS to be able to retrieve their information. Gary encouraged members to use the program and comments would be appreciated. Mapping updates have been made. There were not that many updates for Wyoming. OCS uses Geographic Data Technology to update their maps. Gary also demonstrated Facility Manager. Members who have Facility Manager are notified by E-mail of

the updates. Lowell Ray Anderson asked if you mark up maps for your pipeline and send them in how are you notified when they are updated? Most notifications for updates are electronic. A member sends in their updates; the new update and the database are compared. The changes are sent back to the member for their concurrence and if okay the changes are made. Lowell Ray Anderson stated he sent marked up maps two years ago and did not receive notification.

Gary gave One-Call of Wyoming a hard copy and a CD of the Wyoming Training Manual and two CDs with contractor's mailing addresses. An updated contractor's mailing list will be provided the first of every year.

The "Short Notice" ticket was changed to "Non-Compliant" ticket in July; however, the disclaimer is not shown on the ticket and "Short Notice" is still on the audit report.

Gary passed out an "Approved Abbreviation List for Wyoming".

What comes first the address or lat/long? If you give an address you don't need the lat/long – if you give the lat/long you don't want an address. The lat/long is a secondary lookup. If the address is a good active address you don't need the lat/long.

The spelling appears to be better, but we still need to strive for fewer errors. Spelling check feature cannot be used because a form fill is used.

(Lowell Ray Anderson left the meeting at 12:00 p.m. and re-entered the meeting at 12:53 p.m.)

(Gary Craig & Candace Miles left the meeting at 13:50)

The 2005 Annual Meeting will be held at 10:00 a.m. on November 9, 2005, at the Casper Parkway Plaza. The nominating committee is Jim Bunch, Bob Park and Bill Pettit.

Harry reported that hats, visors, pens, 2006 calendars and calculators have been ordered. Ellen Clark, representing Register Tapes Unlimited, Inc., contacted the office in regard to cash register receipt advertising found on the back of grocery receipts. The Board opted to not participate. A letter from Qwest was received and Qwest will be prepared to route calls to our One-Call center via the 811 number by October 7, 2005.

Tim Hibbard recommended an increase in salary for the Williams'. Doug Malsom moved, seconded by Jim Bunch, and carried to increase the Williams' contract 15%, and renew their contract for one year.

(Lowell Ray Anderson left the meeting at 14:30)

Wyoming Rural Water is having a conference September 27 and 28, 2005, in Cheyenne. OCW will have a booth.

The next Board of Director's meeting will be held **WEDNESDAY, September 14, 2005**, at the Casper Parkway Plaza.

With no more business to come before the board, Bob Park moved, seconded by Doug Malsom and carried, to adjourn. Meeting adjourned at 2:45 p.m.