

**One-Call of Wyoming
Annual Board Meeting Minutes
November 11, 2009
Parkway Plaza, Casper, Wyoming**

The annual meeting of One-Call of Wyoming's Board of Directors was held in the Mardi Gras Room at the Parkway Plaza in Casper on November 11, 2009, at 2:00 p.m., following the morning annual membership meeting. In attendance were the following:

BOARD MEMBERS PRESENT:

1. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (North End water Users)
2. Marcie Buchholz – Long-Distance Telephone Communication (Rocky Mountain Power)
3. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
4. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
5. Wayne D. Johnson – Local Telephone Communications (Qwest)
6. Steve Loftin -- Wyoming Contractors Association (71 Construction)
7. Doug Malsom – Cable Telecommunications (Bresnan Communications)
8. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar)
9. Russell Waldner – Electrical Distribution and Transmission (Carbon Power & Light)
10. Mark Williams – Municipal (WYDOT)
11. Evan Woolston – Gas Distribution (Montana-Dakota Utilities Company)

BOARD MEMBERS ABSENT:

1. Bret Crouch – Liquids Pipeline Transportation (Anadarko)
2. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)

GUESTS:

1. Gary Craig – One Call Systems, Inc.
2. Pete Melissakis – One Call Systems, Inc.

ALSO PRESENT:

1. Collens Wakefield, Executive Director
2. Virginia (Ginny) Wakefield
3. Judy Williams

President Mark Ransdell called the meeting to order at 2:00 p.m.

President Ransdell asked for additions or corrections to the agenda. Russell Waldner moved to adopt the agenda as presented. Seconded by Wayne Johnson. Motion carried.

President Ransdell asked for additions or corrections to the minutes of the August 26, 2009 Board Meeting. Lowell Ray Anderson asked to amend the minutes by listing the specific equipment traded between former Executive Director Harry Williams and the Board (page 3) and adding the slate of board member nominees (page 4). Russell Waldner moved to accept the minutes as amended. Seconded by Wayne Johnson. Motion carried.

Arnie Davis gave the Treasurer's Report. Russell Waldner moved to accept the Treasurer's Report as presented. Seconded by Wayne Johnson. Motion carried.

Councils and Associations Reports:

- Utility Locates of Weston County. Jim Bunch submitted minutes of the meeting dated October 27, 2009.
- Call-In Dig-In Safety Council. Arnie Davis. No report.
- Wind River-Big Horn Basin Utility Coordinating Council. Dennis Lawrence absent.
- Uinta County Pipeline. Mark Ransdell. No report.
- Green River Basin Pipeline Association. Mark Ransdell. No report.

(Judy Williams left at 2:30 p.m.)

Secretary's Report. Lowell Ray Anderson's report was given in the morning's annual meeting.

One-Call Systems Report:

Pete Melissakis gave the Operational Report for the first ten months of 2009. Total incoming calls were 75,811, compared to 84,060 for 2008, a ten percent decline this year. Of those, 1,511 were IBIS (Intelligent Batch Input System) and 4,062 ONTRY (ONline Ticket EntRY). So far in November this year, calls are up about twenty percent over last year, likely due to the recent good weather. Total number of outgoing tickets so far this year is 447,305, compared to 523,342 last year, down fourteen and a half percent.

Pete reiterated the need to train those who call for locates to be familiar with the process so as to aid the call center in meeting their needs.

The report for October 2009: 7,450 incoming calls (down 18% from last year) and 44,266 outgoing messages (down 20% from last year). There were 6,755 routine tickets, 63 non-compliant tickets, 267 emergency tickets, 60 canceled tickets, 63 damage tickets, 119 no-response tickets, 123 overwrite tickets, and 274 meetings scheduled. Average speed of answer was 14 seconds.

Old Business. None reported.

New Business:

Russell Waldner moved to keep the same slate of officers for next year. Seconded by Jim Bunch. Officers indicated their willingness to do so. President: Mark Ransdell. Vice President: Steve Loftin. Secretary: Lowell Ray Anderson. Treasurer: Arnie Davis. Motion carried.

Mark indicated that the revision of the 2004 Handbook will be postponed until after the Wyoming Legislature's session, pending possible revision of the current state statutes.

Russell Waldner moved that the fees for 2010 be kept the same as they were for 2009. Seconded by Lowell Ray Anderson. Motion carried.

Mark Williams noted that federal guidelines are in place mandating the wearing of high visibility safety apparel such as vests for locators and any other workers in Wyoming highway rights-of-way.

Advertising and Promotion:

Collens Wakefield explained current advertising venues and expenses. He proposed several options. He noted that the signage on the University of Wyoming football field is the single largest expense. It is seen by many people attending and viewing the games. He recommended continuing it, which the Board supported.

He noted, that at more than \$5,000 a year, the next highest expense has been to "Farm and Dairy" e-zine out of Boise, Idaho. He recommended dropping it. The Board agreed.

WREN (Wyoming Rural Electric News) magazine is seen by REA (Rural Electric Association) members all across the state. OCW will continue to advertise in WREN.

Collens introduced the idea of One-Call advertising on billboards along I-80, I-25 and I-90. He has contacted Lamar Outdoor Advertising out of Casper and Next Media, Fort Collins, Colorado.

The Board asked Collens to bring more specific advertising information to the next Board meeting, along with the advertising budget and advertising recommendations for 2010.

Collens mentioned placing Public Service Announcements (PSAs) on radio stations across the state. The Public Service Commission (PSC) is already doing radio announcements. Collens will talk to the PSC. PSAs are run free. PSC pays to have PSAs run in high-traffic time slots.

Collens discussed pros and cons of joining the Capitol Club for lobbying in Cheyenne while OCW is trying to get new legislation passed. He reviewed guidelines for lobbying by a nonprofit organization. Wayne Johnson moved that as Executive Director, Collens Wakefield should join the Capitol Club for a year at a cost of \$165.00. Seconded by Russell Waldner. Motion carried.

Mark Ransdell noted that the One-Call website needs to be upgraded. He will talk to Bill Guthrie about this.

Collens noted that the Pipeline Association for Public Awareness (PAPA) has a Damage Prevention television ad. Other organizations can sign onto these ads as co-sponsors. He will talk to Jon Brown about this.

WyPA 2010 Event Planner.

The Wyoming Pipeline Association (WyPA) has set up its schedule of meetings, with which the OCW will coordinate its Damage Prevention breakfast workshops for contractors. The schedule is as follows:

Date	Location	Board member to attend
February 3 February 4	Evanston Cheyenne	Mark Ransdell
February 16 February 17 February 18	Douglas Casper Gillette	Arnie Davis
February 23 February 25	Cody Pinedale	
March 2 March 4	Riverton Rock Springs	Wayne Johnson Mark Ransdell
March 11 March 16	Sheridan Thermopolis	Evan Woolston
March 23 March 24	Laramie Guernsey	

April 13
April 15

Rawlins
Kemmerer

All will be breakfast meetings, 7:30 am to 9:00 am, except Gillette and Sheridan which will be dinner meetings, beginning at 6:00 pm.

The OCW will pay for the contractors' breakfasts and its share of the facility costs.

Regarding advertising the breakfast meetings, OCW will do its own. Jon Brown of WyPA will send its mailing list to Collens, who will disseminate the Damage Prevention meeting information to contractors. Gary Craig will email the One-Call Center list of excavators to Collens.

The mailings will include the entire state schedule.

Mark asked Collens to also advertise in local newspapers, through the Wyoming Press Association.

WyPA offered to pay part of the cost for mailings.

The agenda for the breakfast meetings:

- 7:30 am Welcome and Introductions/Breakfast
- 8:00 am "Digging Dangers" Video (20 minutes)
 - Caller Training
 - Talk about the process and tickets
 - Update on legislative changes
 - Review Dig-ins
 - Discuss "No Responses"
 - Scheduling Work
 - Locator Training
 - Questions and Answers
- 9:00 am Adjourn

Collens will email the final schedule, with locations and contacts, to the Board.

The Board decided not to survey the breakfast attendees.

The next Board meeting will be January 13, 2010.

Wayne Johnson moved to adjourn the meeting. Seconded by Evan Woolston. Motion carried. Meeting was adjourned at 2:52 p.m.

(Original minutes recorded and transcribed by Virginia R. Wakefield.)

Respectfully submitted, Lowell Ray Anderson.