



**DRAFT  
MINUTES  
BOARD OF DIRECTORS MEETING  
OPEN SESSION  
January 8, 2020**

Members Present:

Alicia Berger	Keith Novy
Jodi Corrow	Jim Smith
Chris Fry	Joe Thill
Tom Hoffman	Patrick Warden
Dave Hunstad, Chair	Ward Westphal
Dan Munthe	

Counsel present:

Dean E. Parker, Hinshaw & Culbertson LLP  
Kevin Moore, Hinshaw & Culbertson LLP (for closed session)

Guests (for open session):

Jason Larson, Xcel Energy  
Mike Mendiola, Engineer Principal, Minnesota Office of Pipeline Safety  
Jon Wolfgram, Engineer Administrative, Minnesota Office of Pipeline Safety  
Barbara Cederberg, Chief Operations Officer, GSOC  
Olivia Jensen, Marketing and Public Awareness Specialist, GSOC  
Adam Franco, Director of Operations, OCC  
Kimberly Boyd, General Manager, Minnesota, OCC

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On January 8, 2020 at 8:00 a.m. at the Gopher State One Call offices, 1110 Centre Point Curve, Suite 100, Mendota Heights, Minnesota, the Board of Directors meeting was called to order by Chair, Dave Hunstad. Roll call was taken and a quorum was determined to be present. Dean Parker was asked to act as recording secretary.

## **Chair's Report**

Dave Hunstad welcomed the Board and the guests, particularly, new State Fire Marshall and Director of Office of Pipeline Safety, Jim Smith. All Board members and guests introduced themselves and Marshall Smith gave a brief summary of his background. He has served in one form or another in the fire service since 1980. He was with the St. Paul Fire Department in a variety of roles for approximately 20 years and has spent the last 5 years as Chief Deputy State Fire Marshall.

Dave Hunstad gave a brief overview of the agenda.



## **Approval of Board Minutes**

Upon motion made and duly seconded, the Board approved the Board meeting minutes for the November 13, 2019 Board meeting. Dave Hunstad asked that the open session minutes be placed on their website.

## **Legislative Report**

Dean Parker then summarized the legislative report prepared by GSOC's government relations firm. Minnesota is currently the only legislature in the country with split leadership, Democrats having a majority in the House and the Republicans a majority in the Senate. The 2019 session ended without a bonding bill being voted upon even though a \$500 million proposal had been agreed to in principle by legislative leadership. As a result, many believe that this year's bonding bill will be larger than normal. Substantial requests have been made by State and local agencies. Governor Walz is expected to furnish a proposal by January 15. He has indicated there will be 3 major thrusts to the bill: water projects, State colleges and universities and road and bridge projects.

Dean Parker met with representatives of the Association of General Contractors of Minnesota as well as other industry representatives and MnOPS to discuss certain aspects of AGC's proposed bill. That proposal is being revamped and will likely be considered in parallel with the MnOPS sponsored bill in the upcoming legislative session.

He pointed out that many of the excavators frustrations and the proposed legislative revisions, including a request for excavator downtime, revolved around the issue of improving excavator – locator communication. Keith Novy remarked that there needs to be more discussion between operators and excavators as to what is needed by all parties so that resources can be used more efficiently and better service provided for everyone. Mike Mendiola and Barb Cederberg commented on the need for more consistent response to requests for plans for excavation and that they were working with County engineer and City engineer organizations this year to help spread the word about the need to respond to those requests. More targeted awareness campaigns regarding these matters will be developed by GSOC.

## **Request for National Board Engagement**

Dave Hunstad reminded Board members that GSOC requests continuing national engagement by it's Board members and that the National CGA Conference will take place this year in late March. He requested that Board members consider attending. Kimberly Boyd also reminded Board members there will be a National OCC User's Group meeting this September and requested some Board members attend.



## **April Board Meeting**

The Board then discussed timing for the April Board meeting. A determination was made that the closed session would take place on Monday afternoon with open session Tuesday morning April 14 prior to the MnOPS Safety Conference opening plenary session. This will allow others attending the Safety Conference to conveniently attend open session.

## **MnOPS Safety Conference**

Jon Wolfgram noted this year's conference will be more damage prevention oriented. That portion of programming will be applicable for the entire industry, not just pipeline operators and will hopefully lead to broader attendance. As a result of the additional education, no locate rodeo will be held this year.

## **Chief Operations Officer Report**

Barb Cederberg advised the Board that 2019 ticket volume was 849,097. This is the second highest ticket count in the history of GSOC. There were approximately 100,000 update tickets including in this volume. Many in the industry feel that reducing the number of updates will be key to freeing up locate resources so they may be more efficiently used where needed.

Online ticket submissions grew by over 2% to 74.9%, which is a GSOC record. An estimate of 2 – 2½% overall ticket growth in 2020 would be approximately 870,000 tickets. This would be the most tickets ever in Minnesota. Improving communication will be the key as resources are continually stretched.

She briefly reviewed GSOC's participation at the MnOPS 216D Stakeholder meetings. In the latest draft of the MnOPS proposed revisions to Minnesota Statutes Chapter 216D, the notification center would provide quarterly reports to all operators regarding certain locate and positive response performance. Barb voiced concerns about the effort and expense to furnish those reports to all 1,500 facility operators and has suggested these required reports be limited to operators receiving the top 80% of ticket volume or upon request. She also noted that currently damage reports may be oral or written and suggested that MnOPS consider online submission only. She also noted various aspects of the proposed AGC bill and has advised that MUCA will also propose a bill.

Barb made certain suggestions regarding additional positive response categories which might be added to the existing list to provide better information to an excavator. It was noted that there is a comment section in GSOC's positive response feature which allows more detailed comment if the locator/operator wishes to insert comments. It was also noted that positive response currently takes place on approximately 95% of all ticket volume and stakeholders should consider whether that is sufficient in lieu of mandatory electronic positive response on all tickets.



Keith Novy noted a desire to allow a member code to respond “located by other member code” where a single facility operator had 2 member codes on one ticket. This can arise because of the buffers overlapping locating areas when an excavation occurs near a boundary line where a facility operator changes contract locators. It was also suggested that the “no access to site” category should require furnishing additional detail. Kimberly Boyd noted that these changes in categories would require a ticket format change and would need to be tested with all facility operators before it could be adopted. Further, it was noted that some excavators felt the no access category could be abused, so there will be further discussion on the categories.

Separately, Jon Wolfgram noted that MnOPS has revised its statutory suggestion for mandatory positive response to only affect facility operators responding to more than 500 tickets per year. Keith Novy noted he has heard many horizontal directional drilling crews do not refer to GSOC’s positive response before excavating. They have just noted to him that their own project management settings just say “green”, meaning that they are ok to proceed. Significant additional education will be required for the excavation community to make sure excavators know to use positive response.

Barb noted a number of pending projects. The new user interface for web based ticketing will be launched in March at the damage prevention meetings. Two facility operators have registered with GSOC as a result of the private facility outreach project with Minnesota Power. The callback reduction project continues. Callbacks on reviewed web tickets are now down to 5.1% of ticket volume in October 2019. The goal is being reset to 2.5%. GSOC will assess the effect of the new user interface on callbacks. It is expected to increase the accuracy of tickets and reduce callbacks.

The new GSOC policy has been implemented regarding snow removal requests. GSOC will now suggest to a caller that it use an owner inquiry request rather than submitting an excavation ticket if it appears that only surface snow removal is expected and no excavation will take place.

The snow removal ticket request policy was discussed extensively by the Board. Concerns have been raised over whether operators will ignore marking requests and whether snow removers understand that a facility operator is not legally required to mark if the request is not a notification of intent to excavate. Further input from the industry will be sought.

During 2020, GSOC will review its current buffers and consider reducing the size of the buffers. GSOC will continue to monitor tickets this year to determine whether these buffers may be safely reduced in 2021.

Technology projects were briefly discussed including initial use of the Argis Lens viewing system and the project for assuring integrity of the excavation entity throughout the entire notification system, including ticket management systems utilized by locators.

The meeting then recessed and reconvened in Closed Session.



## Summary of Election of Directors and Officers and Committees

Dan Munthe led a general discussion of Board composition. The Board determined it would issue a call for applications to the Board and GSOC's Users Group. In particular, excavators with highway construction subject matter experience and experience from Greater Minnesota, subject matter experience of contract locators, subject matter experience with water utilities and subject matter experience with pipelines. A consensus was a special election would be held once candidates were vetted and approved by the vetting committee.

After some additional general discussion, upon motion made and duly seconded, the following Board members were elected for 2020:

Alicia Berger	Dan Munthe
Jodi Corrow	Keith Novy
Chris Fry	Jim Smith
Tom Hoffman	Ray Starr
Dave Hunstad, Chair	Joe Thill
Phil Lesnar	Patrick Warden
	Ward Westphal

Upon motion made and duly seconded, the Board elected the following officers for 2020:

Chair (President) – Dave Hunstad  
Vice Chair (Vice President) – Keith Novy  
Treasurer – Tom Hoffman  
Secretary – Alicia Berger

Upon motion made and duly seconded, the Board appointed the following members to the Executive Committee for 2020:

Dave Hunstad, Chair  
Keith Novy, Vice Chair  
Tom Hoffman  
Alicia Berger

Upon motion made and duly seconded, the Board appointed the following persons to the Vetting Committee for 2020:

Dan Munthe, Chair  
Alicia Berger  
Keith Novy, Vice Chair  
Phil Lesnar  
Pat Warden  
Ward Westphal



Upon motion made and duly seconded, the Board appointed the following persons to the Finance Committee for 2020:

Tom Hoffman, Chair  
Chris Fry  
Dave Hunstad  
Kevin Moore  
Ray Starr

## **Adjournment**

There being no further business coming before the Board, upon motion made and duly seconded, the meeting was adjourned at approximately 2:15 p.m.

Respectfully submitted,

Dean E. Parker  
Recording Secretary

## **Next Meeting Dates:**

April 6, 2020 – closed session only  
April 7, 2020 [Note: date change to Tuesday – date to be confirmed] (at MnOps Safety Conference)  
August 12, 2020  
November 11, 2020 (date to be confirmed)  
January 6, 2021