



Pennsylvania One Call System, Inc.

BOARD OF DIRECTORS VIRTUAL MEETING

July 29, 2020

Minutes

OFFICERS

		Attendance:
Chair - Ray Geesey	Columbia Gas of Pennsylvania	PRESENT
Vice Chair - Kevin German	Lehigh County Authority	PRESENT
Secretary - Stephen Schafer	FirstEnergy	PRESENT
Asst. Secretary - Eric Swartley	UGI Utilities, Inc.	PRESENT
Treasurer - Michael Kyle	PA Municipal Authorities Association	PRESENT
Asst. Treasurer - Ryan Lumbatis	Texas Eastern/Enbridge	PRESENT
Immediate Past Chair - Jerry McInaw	Williams Gas Pipeline - Transco	PRESENT
General Counsel - William P. Boswell	William P. Boswell, LLD, LLC	PRESENT
Asst. General Counsel - Dwight A. Howes	Reed Smith LLP	PRESENT
President/CEO - William G. Kiger	PA One Call System	PRESENT

BOARD OF DIRECTORS

Industry - Company:	Representative:	Attendance:
Associate - Pennsylvania Builders Association	Doug Meshaw	Present
Cable Television - Comcast Cablevision	Rick Moslen	Present
Contractor - NUCA Pennsylvania	Armando Ferri	Present
Design - Larson Design Group	William Berger	Present
Electric - Adams Electric Cooperative	David Bolton	Present
Electric - PECO Energy	Rob Bedics	Present
Electric - FirstEnergy	Stephen Schafer	See Officers
Electric - PPL Electric Utilities Corporation	Mark Santayana	Present
Gas - Columbia Gas of Pennsylvania	Ray Geesey	See Officers
Gas - Peoples Gas Company	Debbie Vergenes	Present
Gas - National Fuel	Jacob Specht	Present
Gas - PECO Energy	Dave Haverstick	Present
Municipal Principal - Butler Township	Thomas Knights	Present
Municipal Principal - North Wales Water Authority	Joseph Murphy	Absent
Municipal Principal - PA Municipal Authorities Assn.	Michael Kyle	See Officers
Municipal Principal - Philadelphia Gas Works	Matt Crosby	Present
Municipal General - PA State Assn. of Boroughs	Thomas Gramling	Present
Municipal General - PA State Assn. of Twp. Supervisors	Holly Fishel	Present
Pipeline - Texas Eastern	Ryan Lumbatis	See Officers
Pipeline - Energy Transfer	Molly Carriere	Present
Pipeline - UGI Utilities, Inc.	Eric Swartley	See Officers
Pipeline - Williams Gas Pipeline - Transco	Jerry McInaw	See Officers
Telecommunications - RCN Telecom Services Inc.	Eric Beers	Present
Telecommunications - Verizon Business	Ken Montanari	Absent
Telephone - CenturyLink	Stephen Putt	Present
Telephone - Verizon North, LLC	James Hagle	Present
Telephone - Verizon Pennsylvania LLC	Kelli Messa	Present
Telephone - Windstream Communications	Jeffrey Sauder	Present
Water - Pennsylvania American Water	James Gable	Present

Our purpose is to prevent damage to underground facilities. To promote safety, we provide an efficient and effective communications network among project owners, designers, excavators, and facility owners.

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Water - Pittsburgh Water and Sewer Authority	John McCarthy	Present
Water - Lehigh County Authority	Kevin German	See Officers
Water - Westmoreland County Municipal Authority	Mark Shaffer	Present
Pennsylvania Dept. of Transportation	Jon Fleming	Present
Pennsylvania Public Utility Commission	Terri Cooper Smith	Present
Pennsylvania Emergency Management Agency	Philip Barker	Present

MEMBERS in Attendance:

Aqua Pennsylvania Inc.	Andrew Strassner
Bolivar Borough	Ronald Betts
Columbia Gas of PA	Rick Burke
Cranberry Township	Jason Dailey
Dominion Energy Transmission Inc.	Richard Swiger
FirstEnergy	Vita Moore
Muncy Borough	John Gramling
MA of Westmoreland County	Thomas Ceraso
Pennsylvania American Water	Toni Colavecchia
Peoples Gas Company	Charles Brazier
Philadelphia Gas Works	Patrick Baranowski
PPL Electric Utilities Corp.	Douglas Haupt
UGI Utilities, Inc.	Jamie Ebert
UGI Utilities, Inc.	Allen Fowler
UGI Utilities, Inc.	Ryan Geisinger
UGI Utilities, Inc.	Marshall Harrington
UGI Utilities, Inc.	Zachary Koehn
UGI Utilities, Inc.	Janet Toporcer
Verizon Pennsylvania LLC	Jennifer Carlin
Verizon Pennsylvania LLC	Richard Hackney
Windstream Communications	Jeff Geist

GUESTS in Attendance:

Debra Kitner	Energy Association of Pennsylvania
David Hooper	Larson Design Group
Donato Perez	NUCA PA
Kasha Schreffler	PA PUC
Joe Steighner	Joseph A. Steighner & Associates

STAFF in Attendance:

Ellen M. Kiger	Vice President/COO
Sherry Harim	Director - Member Services & Accounting
Jon DeMoss	Director - Technology
Linda Covelli	Manager - Operations
Norm Parrish	Manager - Education
Kelly Pearl	Manager - Member Services & Accounting
S. Robin Johnson	Compliance Coordinator
Debra Schwartzmiller	Program Coordinator
Donna Williams	Business Analyst
Marcos Bernal	Senior Damage Prevention Liaison
Greg Danks	Damage Prevention Liaison
Erika Dominick	Damage Prevention Liaison
Allison Evanitz	Damage Prevention Liaison
Kevin Goldblum	Damage Prevention Liaison

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Kirk Kirkpatrick	Damage Prevention Liaison
James Larkin	Senior Damage Prevention Liaison
Mark Lipka	Damage Prevention Liaison
Ryan Parrish	Damage Prevention Liaison
James Reynolds	Damage Prevention Liaison
Maria White	Damage Prevention Liaison
Penny L. Modrick	Executive Secretary

Mr. Geesey called the meeting to order at 9:33am with the Pledge of Allegiance and asked for a roll call. Ms. Johnson reviewed use of the Teams toolbar.

CHAIR REPORT – Mr. Geesey

- Mr. Kyle made a motion to follow the agenda as presented, seconded by Mr. German.
 - The motion carried unanimously.
- Mr. Schafer made a motion to approve the Vision Strategic Plan 2021, seconded by Mr. Swartley.
 - The motion carried unanimously.

SECRETARY REPORT – Mr. Schafer

Mr. Schafer reviewed the upcoming meeting dates.

- October 27-28, 2020 – Virtual meeting
- January 26-27, 2021 – Sheraton Harrisburg Hershey Hotel - Harrisburg
- April 27-28, 2021 – POCS office - West Mifflin
- July 26-28, 2021 – Bedford Springs Resort - Bedford
- October 26-27, 2021 – DoubleTree Resort - Lancaster

Mr. Schafer referred to the minutes.

- Having received no additions or corrections, Mr. Schafer made a motion to accept the 4/29/20 Board minutes as written, seconded by Mr. Gramling.
 - The motion carried unanimously.

TREASURER REPORT – Mr. Kyle

Mr. Kyle reviewed the Statement of Financial Position, the Change in Net Assets-Summary, the expense variance report, and the 2020 Capital Expenditure Budget vs. Actual.

- Mr. Gramling made a motion to accept the Treasurer’s report as submitted, seconded by Mr. Swartley.
 - The motion carried unanimously.

VICE CHAIR REPORT – Mr. German

The Vice Chair report would be that of the committees.

Finance Committee – Mr. Kyle

Mr. Kyle reported the committee met 7/16/20. He reviewed the written materials in the meeting booklet, noting the committee reviewed and approved edits to the delinquent receivables policy. They also reviewed an approach to determine the adequate cash reserve amounts.

Mr. Kyle requested any Board members wishing to apply for funds to attend the Global Excavation Safety Conference in March 2021 in Tampa, FL submit their requests for financial assistance by 8/5/20.

Board Development Committee – Mr. Santayana

Mr. Santayana reported the committee met 6/23/20 and it was well attended. He reviewed the written materials in the meeting booklet. As a result of the committee meeting, adjustments were made to the new 2021 Vision goals.

Compliance Committee – Mr. Haverstick

Mr. Haverstick reported the committee met 6/24/20. He reviewed the written materials in the meeting booklet.

Education & Membership Committee – Mr. Bolton

Mr. Bolton reported the committee met 6/25/20. He reviewed the written materials in the meeting booklet, and asked Mr. Parrish to provide an update on team activities.

Mr. Parrish reported his team pivoted quickly to do education virtually and that virtual training options would continue to be offered as an option going forward. The team is promoting National 811 Day via a virtual webcast from 8:11am to 3pm. He thanked PPL and the DPC members who volunteered to participate in the webcast, and asked the Board members to promote the event. 811 Day will also include an NEI initiative featuring micro Mike Rowe. NEI offered an opportunity to purchase radio and TV spots which became available as a result of the pandemic. Other projects underway: the geofencing campaign; the rental company outreach; and the billboard campaign.

Mr. Bolton asked Mr. Kiger for an update on the DPC meeting, and Mr. Kiger provided a summary.

- Membership report as of 6/30/20:

- 3,674 members
- 11 prospective members
- 24 new members
- 6 members cancelled
- 6 members merged

Mr. German thanked Mr. Parrish and his team for what they are doing in these trying times. The Board appreciates the efforts of the team.

Local Government Committee – Ms. Fishel

Ms. Fishel reported the committee met 6/4/20 via conference call. She updated the Board on the progress of the 2020 Vision goal, which included creating a task team to work on a brochure.

Mapping & Technology Committee – Mr. Shaffer

Mr. Shaffer reported the committee met 6/24/20 via conference call, where they received a presentation from BOSS811 on creating a proposed ticket management system and AVR submission module. The committee would not be recommending this for approval at this time, and will work with BOSS811 to clarify some items and update the proposal. The committee received status on Web Ticket Entry rewrite, the Avaya WFO/WFM upgrade, the disaster recovery test, online ticket management, multiple facility type responses for CDCs. He noted the website improvements were underway and that no one call ticket volume was up 22%.

- In support of Vision goal 2.3, Mr. Shaffer made a motion that by 1/1/21 all design tickets must be issued through Coordinate PA, seconded by Mr. Schafer.

Discussion.

Mr. Shaffer amended the motion to replace the word must with the word should.

Mr. Schafer accepted the modification.

- The motion carried with 5 opposed – Mr. Bedics, Mr. Santayana, Mr. Swartley, Mr. Haverstick, Mr. Moslen and 1 Abstain – Ms. Cooper Smith.

Mr. Shaffer announced he would be retiring and stepping down at the conclusion of the Board meeting. He thanked everyone for the support, help, and friendship over the last 10 years, noting it was a great, rewarding experience for him, and a testament to the organization how everyone gets along and promotes damage prevention. He thanked the staff for making things work for the committee.

Mr. Shaffer introduced Mr. Tom Ceraso who would be assuming the Board member role, and Mr. Anthony Pologruto who would serve as the Alternate Board member. He requested the Board Chair and Vice Chair accept Mr. Ceraso as the new chair of the Mapping & Technology Committee.

Mr. German, Mr. Geesey, and Mr. Kiger all expressed their thanks to Mr. Shaffer for his 10 years of service and for his teamwork with the Board and the staff.

Mr. Kiger and Mr. Geesey presented Mr. Shaffer with a plaque in appreciation for his contributions and service as a member of the Board. There was a round of applause.

Compensation and Benefits Committee – Mr. Murphy (excused absence)

No meeting. No report.

Construction Industry Committee – Mr. Ferri

No meeting. No report.

Design Industry Committee – Mr. Berger

No meeting. No report.

Parliamentary Committee – Mr. Boswell

No meeting. No report.

Act 50 Implementation Task Force – Mr. Geesey

No meeting. No report.

This concluded the Vice Chair report.

PRESIDENT/CEO REPORT – Mr. Kiger

Mr. Kiger reviewed the written materials in the meeting booklet. Highlights:

- The CGA committee meetings were held this past week, and the Tolerance Zone TR was closed as consensus could not be reached.
- The US Congress voted to pass the Moving Forward Act with \$1.5 trillion in funding for infrastructure. This could impact future ticket volume.
- Two damage prevention conferences are scheduled for March 2021, the CGA Conference and the Global Excavation Safety Conference. POCS plans to attend the Global Excavation Safety Conference because credits from the cancelled 2020 event reside with that conference.
- Ticket volume is down 5% YTD.
 - March-April were down, but recovered in June and July, and the year is expected to finish strong.
 - Web Ticket Entry usage is up.
 - CPA project volume continues to grow.
- Pipeline Safety Bill being considered for re-authorization by Congress.
 - PHMSA grants are being awarded.
 - PHMSA characterization study moved up this year.
- Region 13 task force met 6/25/20 by conference call.
- A successful disaster recovery test was completed 7/25/20.
- Upcoming events:
 - Geospatial Coordinating Board meetings 8/24/20 and 11/16/20.
 - Virtual Executive Committee and Board meetings 10/27/20 and 10/28/20.
- OCOA disbanding (dissolved) and forming a new organization that will not include health benefits.

Mr. Kiger asked Mr. Steighner for an update on legislation.

Mr. Steighner reported he was tracking 36 bills and there was minor movement on six bills. Speaker Turzai retired and Brian Cutler from Lancaster County was elected as the new speaker. Mr. Steighner anticipates a short session in the fall, noting remote voting was working well in the House and Senate. Additional information could be found in the written materials in the meeting booklet.

VICE PRESIDENT/COO REPORT – Ms. Kiger

Ms. Kiger reviewed the written materials in the meeting booklet. Highlights:

- Staffing: YTD turnover rate is 3.4%.
- Call Volume: The YTD Average Speed of Answer was 15 seconds; Average talk time up slightly from 2019, attributed to the increase in homeowner calls during the months of May and June.
- The employee handbook was updated with COVID19 related materials.
- The annual service fee collection rate is 77%.
- The 2019 Annual Report was created and mailed.
- Coordinate PA enhancements made.

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- Need a volunteer to help test the API integration for project data from third party systems. Contact Donna Williams to volunteer.
- An interim landbase update scheduled for release 7/30/20.
- Avaya Workforce Optimization and Management software was updated to Version 15.2.
- Team Foundation Server was upgraded and migration completed.
- Liaisons completed 2,303 member contacts. (59%)
- The inaugural edition of the quarterly educational newsletter B4 U DIG was published in June.
- The 811 Golf Classic will be hosted by Peoples Gas on Monday 6/28/21 at the Chestnut Ridge Golf Resort and Conference Center in Blairsville.

OPEN DISCUSSION

None.

ADJOURNMENT

- Mr. Meshaw made a motion to adjourn, seconded by Mr. Gramling.
 - o The motion carried unanimously.

The meeting ended at 11:05am.

Respectfully submitted,



Stephen F. Schafer
Corporate Secretary

/emk/plm

Minutes Approved: 10/28/20