



# Pennsylvania One Call System, Inc.

## BOARD OF DIRECTORS MEETING

April 26, 2023

POCS Office – West Mifflin, PA

### Minutes

#### OFFICERS

Chair - Kevin German  
Vice Chair - Jerry McInaw  
Secretary - Tom Ceraso  
Asst. Secretary - Doug Haupt  
Treasurer - Michael Kyle  
Asst. Treasurer - Ryan Lumbatis  
Immediate Past Chair - Joe Murphy  
General Counsel - William P. Boswell  
President/CEO - William G. Kiger

Lehigh County Authority  
Williams Gas Pipeline - Transco  
Muni Auth of Westmoreland County  
PPL Electric Utilities Corporation  
PA Municipal Authorities Association  
Texas Eastern/Enbridge  
North Wales Water Authority  
William P. Boswell, LLD, LLC  
PA One Call System

#### Attendance:

ABSENT  
PRESENT  
PRESENT  
PRESENT  
PRESENT  
PRESENT via cc  
PRESENT via cc  
PRESENT  
PRESENT

#### BOARD OF DIRECTORS

##### Industry - Company:

##### Representative:

##### Attendance:

Associate - Pennsylvania Builders Association	Douglas Meshaw	Present
Cable Television - Comcast Cablevision	David Henning	Present
Contractor - NUCA Pennsylvania	Armando Ferri	Present
Designer - Larson Design Group	Zack Armstrong	Present
Electric - Adams Electric Cooperative, Inc.	Tom McMaster	Present
Electric - PECO an Exelon Company	Robert Bedics	Present
Electric - FirstEnergy	Stephen Schafer	Present
Electric - PPL Electric Utilities Corporation	Doug Haupt	See Officers
Gas - Peoples Gas Company	Debbie Vergenes	Present
Gas - Columbia Gas of Pennsylvania	Joshua Beveridge	Present
Gas - National Fuel	Jacob Specht	Present
Gas - PECO an Exelon Company	Patrick Dunham	Present
Municipal Principal - Philadelphia Gas Works	Brian Eckroade	Present via cc
Municipal Principal - Butler Township	Thomas Knights	Present
Municipal Principal - PA Municipal Authorities Assn.	Michael Kyle	See Officers
Municipal Principal - North Wales Water Authority	Joseph Murphy	See Officers
Municipal General - PA State Association of Boroughs	Thomas Gramling	Present
Municipal General - PA State Assn. of Twp. Supervisors	Holly Fishel	Present via cc
Pipeline - Energy Transfer/Sunoco	Jennifer Ogle	Present
Pipeline - Williams Gas Pipeline - Transco	Jerry McInaw	See Officers
Pipeline - Texas Eastern/Enbridge	Ryan Lumbatis	See Officers
Pipeline - UGI Utilities, Inc.	Allen Fowler	Present
Telecommunications - Verizon Business	Kenneth Montanari	Present
Telecommunications - RCN Telecom Services Inc.	Tyrone Cokley	Present
Telephone - Verizon North, LLC	James Hagle	Present
Telephone - Verizon Pennsylvania, Inc.	John Maloney	Present
Telephone - Lumen	Daniel Shento	Absent
Telephone - Windstream Communications	Jerry Wilson	Present
Water - Pittsburgh Water and Sewer Authority	Lucas Erny	Present
Water - Pennsylvania American Water	James Gable	Absent

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.

Pennsylvania One Call System, Inc.

Water - Municipal Authority of Westmoreland County	Tom Ceraso	See Officers
Water - Lehigh County Authority	Jason Peters	Present
Pennsylvania Emergency Management Agency	Philip Barker	Present
Pennsylvania Dept. of Transportation	Dan Whetzel	Present
Pennsylvania Public Utility Commission	Terri Cooper Smith	Present

**MEMBERS in Attendance:**

Abbottstown Borough	David Bolton
Aqua Pennsylvania	Maureen Sopko
Crown Castle	Rich Sandala
Duquesne Light	Kylie Parison
FirstEnergy	Deanna DeWitt
Municipal Authority of Westmoreland County	Anthony Pologruto
Peoples Gas Company	Charles Brazier
PPL Electric Utilities Corporation	Stephen T. Krause
UGI Utilities, Inc.	Ryan Geisinger
Verizon Pennsylvania LLC	Brett Jones
Williams Gas Pipeline - Transco	Marcus Avellino
Windstream	Rick Mann

**GUESTS in Attendance:**

Bob Macey	Allegheny County Council
Eric Bugaile	Archer Public Affairs

**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	via cc
Ryan Caylor	Supervisor - Operations	
Emily Copson	Supervisor - Operations	
Marcos Bernal	Supervisor - Education	
Mark Lipka	Supervisor - Education	
Greg Danks	Damage Prevention Liaison	
Erika Dominick	Damage Prevention Liaison	
Brandon Dujmic	Damage Prevention Liaison	
Kevin Goldblum	Damage Prevention Liaison	
Kirk Kirkpatrick	Damage Prevention Liaison	
Chance Montgomery	Damage Prevention Liaison	
Daniel Nemanic	Damage Prevention Liaison	
Ryan Parrish	Damage Prevention Liaison	
Blaire Prough	Damage Prevention Liaison	
James Reynolds	Damage Prevention Liaison	
Maria White	Damage Prevention Liaison	
Penny L. Modrick	Executive Secretary	

Mr. McInaw called the meeting to order at 9:30am with the Pledge of Allegiance, reviewed the emergency exit routes, and asked for a round of introductions

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## **CHAIR REPORT – Mr. McNaw in Mr. German’s absence**

Mr. McNaw made a motion to follow the agenda, seconded by Mr. Kyle. The motion carried unanimously.

- Proclamation:

Mr. Macey from the Allegheny County Council presented a proclamation in recognition of the 50<sup>th</sup> anniversary of POCS.

- Board change:

Mr. Haupt reported Lumen had not met their obligations under their Commitment to Serve and the Bylaws. Certified letters were sent and no response was received from Lumen.

- Mr. Haupt made a motion to remove Lumen from the Telephone Industry Board seat, seconded by Mr. Meshaw.
  - The motion carried unanimously.

Mr. Haupt noted the organization will attempt to fill the open position from members within the telephone industry. If a Telephone Industry representative cannot be found, a company from another industry will be appointed to serve the remainder of the term.

## **SECRETARY REPORT – Mr. Ceraso**

Mr. Ceraso read the election results for Board members, which had been published on the website on 2/17/23.

### **January 2023 Board Election Results**

#### **Electric Industry**

PECO, an Exelon Company  
*Represented by Robert Bedics*

#### **Pipe Line Industry**

Texas Eastern/Enbridge  
*Represented by Ryan Lumbatis*

#### **Gas Industry**

National Fuel  
*Represented by Jacob Specht*

#### **Telecommunications Industry**

Verizon Business  
*Represented by Kenneth Montanari*

#### **Municipal General Industry**

PA State Association of Boroughs  
*Represented by Thomas Gramling*

#### **Telephone Industry**

Verizon North LLC  
*Represented by James Hagle*

#### **Municipal Principal Industry**

North Wales Water Authority  
*Represented by Joseph Murphy*

#### **Water Industry**

Pennsylvania American Water  
*Represented by James Gable*

- Having received no additions or corrections to the 1/25/23 Board meeting minutes, Mr. Ceraso made a motion to approve the minutes as written, seconded by Mr. Fowler.
  - The motion carried unanimously.

## **TREASURER REPORT – Mr. Kyle**

Mr. Kyle reviewed the Preliminary Statement of Financial Position as of 3/31/23, the Preliminary Summary of Changes to Net Assets as of 3/31/23, the expense variance report, and the Capital Budget vs. Actual as of 3/31/23.

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

## **VICE CHAIR REPORT – Mr. McInaw**

The Vice Chair’s report will be that of the committees.

### **Finance Committee – Mr. Kyle**

Mr. Kyle reported the committee met 4/17/23. He provided a short economic update, summarized the investment performance of both portfolios and the asset allocations. Mr. Kyle reviewed the municipal fee calculation for 2022 and interim 2023, noting the committee will continue to monitor 2023. He reviewed the cash reserves report, reported there were no delinquent accounts up for termination, and reported on the status of the Agreed Upon Procedures (AUPs) for 2022 and 2023.

Mr. Kyle noted the draft 2022 financial audit had been sent to Board members prior to the meeting and reported that both the Finance and Executive Committees recommended the Board accept the audit.

- Mr. Meshaw made a motion to accept the 2022 Financial Audit report as prepared by Louis Plung & Company, seconded by Mr. Schafer.
  - The motion carried unanimously.

### **Board Development Committee – Mr. Haupt**

Mr. Haupt reported the committee met 3/23/23 to review the Vision goals. He welcomed the new Board members and Alternates to the Board meeting, noting New Board Member Training was held yesterday, and encouraged them to utilize their mentors. Mr. Haupt reminded all Board members of their obligation to serve on at least one committee and attend at least one of the committee meetings. Mr. Haupt stated progress was made on Goal 5.4 to identify Board members’ expertise via a survey.

### **Compliance Committee – Mr. Fowler**

No meeting. No report.

### **Construction Industry Committee – Mr. Ferri**

Mr. Ferri reported the committee met 3/20/23 to reviewed Vision Goal 3.1. He explained the POCS DPLs would be contacting users creating high volumes of update tickets to determine why the updates were being done. Mr. Ferri reported the committee agreed to work through the Legislative Task Force on issues identified by the excavator stakeholder group.

### **Design Industry Committee – Mr. Armstrong**

Mr. Armstrong reported the committee met 3/21/23 and announced both goals assigned to the committee were completed. The committee would be working with the POCS DPLs to inform the design stakeholders about preliminary and final design requirements, and on using Coordinate PA, which on 4/21/23 became a requirement for creating design tickets.

## **Education & Membership Committee – Ms. Vergenes**

Ms. Vergenes reported the committee met 3/20/23. She reviewed the status of the Vision goals and the written materials in the meeting booklet.

- Education Team Report

Mr. Parrish summarized the staff activities for the first quarter, noting in person and virtual events were both still being offered. He reviewed upcoming Safety Days and asked members for their support by sending attendees, including asking contractors doing work for facility owners.

### **2023 Safety Days:**

#### **Southeastern (SE)**

**Tuesday, May 16, 2023**

Drexel Hill Conference Center, 4700 Drexelbrook Dr., Drexel Hill, PA 19026

#### **Eastern (E)**

**Thursday, May 18, 2023**

Allentown Fairgrounds, Bill Harris Hall, 302 N 17th St., Allentown, PA 18104

#### **Southcentral (SC)**

**Thursday, June 15, 2023**

York Expo, East and West Memorial Hall, 334 Carlisle Ave., York, PA 17404

#### **Southwestern (SW)**

**Thursday, August 10, 2023**

Doubletree Hotel, 910 Sheraton Dr., Mars, PA 16046

#### **Central (C)**

**Thursday, September 14, 2023**

Nittany Valley Sports Centre, 177 Champion Dr., State College, PA 16803

- Outreach Report

Ms. Harim reported on the billboard campaigns, Audacy social media campaigns, radio ads for Pirates and Phillies, the National Safe Digging Month (NSDM) press release, and government proclamations and letters of support.

- Membership Report

Ms. Vergenes reported there were 3,743 members.

## **Mapping & Technology Committee – Mr. Ceraso**

Mr. Ceraso reported the committee met 3/23/23. He reviewed the written materials in the meeting booklet. Mr. Ceraso gave an update on BOSS 811, a ticket management system, noting a pilot would be launched for small municipalities at a reduced subscription cost. Mr. Pologruto would be coordinating the pilot.

## **Legislative Task Force – Mr. Haupt**

Mr. Haupt reported the task force met 3/13/23, was moving on a conceptional path forward, and thanked Ms. Harim for her work supporting the task team.

Mr. Boswell explained how the legislative time line has worked in the past, and reminded the Board they will be asked to approve the direction, not the words.

Mr. Bugaile commented that Senator Baker agreed to sponsor the bill again.

## **Users Guide Task Force – Mr. McNaw**

Mr. McNaw reported the task force met 1/23/23 and the proposed edits were then sent to the Board of Directors. He thanked everyone for their input and work on the Users Guide.

- Mr. McNaw made a motion to approve the Users Guide edits, seconded by Mr. Ceraso.
  - The motion carried unanimously.

## **Compensation & Benefits Committee – Mr. Murphy**

No meeting. No report.

## **Local Government Committee – Ms. Fishel**

No meeting. No report.

## **Parliamentary Committee – Mr. Boswell**

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:

- Ticket volume was flat the first quarter.
- Notification was sent to all design users that design tickets must go through CPA effective 4/21/23.
- There was an increase in member mapping participation.
- Broadband Association development – request for information from broadband supplier, to provide their footprint to the association so the gaps in service can be identified.
- DHS Region 13 Emergency Management Working Group meeting showed the *Dark Skies* video about the last solar catastrophe in 1857 which burnt out the entire telegraph system. Many more things could be impacted today.
- Working with the SUE Association, Mr. Zembillas, a subject matter expert volunteering his time to assist with language changes for SUE.
- DR testing – tertiary backup system.
- Cybersecurity: CISA replacement announced, and cybersecurity insurance renewed.
- CPA stats reviewed.
- The 2023 version of the BP is available – page 4 lists the changes.
- Fiber work – please work with POCS DPLs and facility owners and use CPA to coordinate mark outs.

Mr. Kiger introduced the two new Damage Prevention Liaisons, Mr. Nemanic and Mr. Montgomery.

Mr. Kiger reported that several staff members attended the CGA Conference & Expo last week, participated in the One Call Systems International, Data Reporting & Evaluation, and Best Practice committee meetings.

Mr. Kiger noted at the conference Ms. Kiger was inducted into the CGA Hall of Fame, making her the fourth Hall of Fame recipient from Pennsylvania. Other PA 811 Hall of Fame inductees: Mr. Kiger, Mr. Boswell, Mr. Swartley.

Mr. Kiger asked for reports from the Commission and from Archer Public Affairs.

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- Commission report:

Ms. Cooper Smith reported that 1,802 AVRs were forwarded from POCS to the PUC in 2023, 181 investigations were opened, 136 closed, 603 violations were found, and \$435,450 penalties were administered. She announced the PUC was soliciting applications for the Cable/Telecom Industry, but the deadline is 4/28/23. Ms. Cooper Smith announced that Chairman Dutrieuille will continue with the Commission until the end of June.

- Archer Public Affairs:

Mr. Bugaile reviewed the written materials in the meeting booklet. He reported that Commissioner Coleman recognized National Safe Digging Month (NSDM) during the PUC meeting, there was a nice press release, and NSDM was posted on the PUC website as well.

## **VICE PRESIDENT/COO REPORT – Ms. Kiger**

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

- Reviewed staffing statistics and training.
- Reviewed operational statistics for call volume, tickets, and KARL responses AVRs, new member activations, existing member changes, and member mapping activations.
- The annual member database verification process began on 1/10/2023. 3,539 CDCs or 86% completed their verifications through 4/4/23.
- The 2023 Pipeline Safety bulletin was recently completed.
- The 2022 financial audit was completed, 1099s distributed to vendors, filed the annual 1096.
- Sent second notices and final notices to companies who failed to pay the annual service fee for 2022.
  - A list of companies who failed to pay the 2021 annual service fee was forwarded to the PUC.
- The non-discrimination testing for the 401(k) plan and the Section 125 were completed, W-2s and 1095Cs were issued to employees.
- A full disaster recovery test on 1/21/23 was successful. The plan was also activated 2/18/23 to allow server updates to be performed in West Mifflin.
- Recapped the VMware outage which occurred 2/24/23-2/25/23 noting the impact to operations was minimal and it was not necessary to activate the DR plan.
- The next DR test would be Saturday 4/29/23.
- Switching gears to telephony, the migration of the AT&T DID lines to new IP circuits and the 800# routing are complete.
- Coordinate PA change order 15 Release 3 was completed February 7<sup>th</sup>.
- An interim land base release was scheduled for 4/26/23 add county-supplied revision data in Forest City Borough, Susquehanna County.
- 6,164 AVRs for 2022 were uploaded to CGA DIRT in March.

## **RECOGNITIONS**

Mr. McInaw and Mr. Kiger presented plaques of appreciation to:

Mr. Smith from Windstream, for his service as a Board member; accepted by Mr. Wilson.

Mr. Moslen, retiring from Comcast; accepted by Mr. Henning.

There was a photo op for the Hall of Fame honorees: Ms. Kiger, Mr. Swartley, Mr. Boswell, and Mr. Kiger.

## OPEN DISCUSSION

Mr. Swartley provided an update on the CGA Best Practices Transaction Record for Trouble Locates and Unlocatable Facilities.

- Mr. Haupt made a motion to adjourn, seconded by Ms. Cooper Smith.
  - The motion carried unanimously.

The meeting ended at 11:10am.

Respectfully submitted,



Tom Ceraso  
Corporate Secretary

/emk/plm

Minutes Approved: August 2, 2023