



# Pennsylvania One Call System, Inc.

## BOARD OF DIRECTORS MEETING

January 29, 2020

Sheraton Harrisburg Hershey Hotel – Harrisburg, PA  
Minutes

### OFFICERS

Chair - Jerry McInaw	Williams Gas Pipeline - Transco	<b>Attendance:</b> PRESENT
Vice Chair - Ray Geesey	Columbia Gas of Pennsylvania	PRESENT
Secretary - Kevin German	Lehigh County Authority	ABSENT
Treasurer - Michael Kyle	PA Municipal Authorities Association	PRESENT
Asst. Secretary - Eric Swartley	UGI Utilities, Inc.	PRESENT
Asst. Treasurer - Steve Schafer	FirstEnergy	PRESENT
Immediate Past Chair - Joseph Murphy	North Wales Water Authority	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

<b>Industry - Company:</b>	<b>Representative:</b>	<b>Attendance:</b>
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	Absent
Electric – PECO Energy	Rob Bedics	Present
Electric - FirstEnergy	Steve Schafer	See Officers
Electric - PPL Electric Utilities Corporation	Mark Santayana	Present
Gas - Columbia Gas of Pennsylvania	Ray Geesey	See Officers
Gas - Peoples Natural Gas	Debbie Ross	Present
Gas - National Fuel	Nathaniel Ehrman	Present
Gas - PECO Energy	Dave Haverstick	Present
Municipal Principal - Butler Township	Thomas Knights	Present
Municipal Principal - North Wales Water Authority	Joseph Murphy	See Officers
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	Ronald Grutza	Present
Municipal General - PA State Assn. of Twp. Supervisors	Holly Fishel	Present
Pipeline - Texas Eastern/Spectra	Ryan Lumbatis	Present
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	Present
Telephone - CenturyLink	Trent Rotz	Present
Telephone - Verizon North, LLC	James Hagle	Absent
Telephone - Verizon Pennsylvania LLC	Kelli Messa	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.

Pennsylvania One Call System, Inc.

Telephone - Windstream Communications	Jeffrey Sauder	Present
Water - Pennsylvania American Water	Elizabeth Triscari	Present
Water - Pittsburgh Water and Sewer Authority	John McCarthy	Present
Water - Lehigh County Authority	Kevin German	See Officers
Water - Municipal Authority of Westmoreland County	Mark Shaffer	Present
Pennsylvania Dept. of Transportation	Jon Fleming	Present
Pennsylvania Public Utility Commission	Terri Cooper Smith	Present
Pennsylvania Emergency Management Agency	Fred Boylstein	Absent

**MEMBERS in Attendance:**

Rick Burke	Columbia Gas of PA, Inc.
Betty Espenshade	Columbia Gas of PA, Inc.
Jeffrey Foutz	Crown Castle
Rich Sandala	Crown Castle
Kylie Parison	Duquesne Light Company
Rich Ross	Eastern Shore Natural Gas Company
Vita Moore	FirstEnergy
Milissa Bauer	Kriebel Minerals Inc.
Tom Ceraso	Municipal Authority of Westmoreland County
Jacob Specht	National Fuel
Matthew Hippert	PECO Energy
Douglas Haupt	PPL Electric Utilities Corporation
Robert Gensemer	City of Reading
Jeff Canfield	Schuylkill County Municipal Authority
Tannie Artz	UGI Utilities, Inc.
Mark Callahan	UGI Utilities, Inc.
Allen Fowler	UGI Utilities, Inc.
Ryan Geisinger	UGI Utilities, Inc.
Marshall Harrington	UGI Utilities, Inc.
Zachary Koehn	UGI Utilities, Inc.
Vincent Macaluso	UGI Utilities, Inc.
Janet Toporcer	UGI Utilities, Inc.
Richard Hackney	Verizon Pennsylvania LLC
Jeff Ewing	Williams Gas Pipeline - Transco
Jeff Geist	Windstream Communications

**GUESTS in Attendance:**

Glen Esenwein	Celerity Integrated Services Inc.
Richard Muza	Central Penn Directional Drilling Inc.
Debra Kitner	Energy Association of Pennsylvania
Tony Bianchi	JMT Technology Group
Seth Kohr	Keystone Building Contractors Association
Brenda Reigle	NUCA Pennsylvania
Joe Sullivan	PA Municipal Authorities Association
Lindsay Sander	Sander Resources
Joe Steighner	Joseph A. Steighner & Associates
Rich Adams	USIC
Daylin Knaub	USIC
Matt McHugh	USIC

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**STAFF in Attendance:**

Ellen M. Kiger	Vice President/Chief Operating Officer
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
Donna Williams	Business Analyst
Debra Schwartzmiller	Program Coordinator
Marcos Bernal	Senior Liaison Representative
Greg Danks	Liaison Representative
Erika Dominick	Liaison Representative
Allison Evanitz	Liaison Representative
Kevin Goldblum	Liaison Representative
Kirk Kirkpatrick	Liaison Representative
James Larkin	Senior Liaison Representative
Mark Lipka	Liaison Representative
Ryan Parrish	Liaison Representative
James Reynolds	Liaison Representative
Penny L. Modrick	Executive Secretary

Mr. McNaw called the meeting to order at 9:30am with the Pledge of Allegiance, reviewed the emergency exits, mobile phone protocol, and asked for a round of introductions.

**CHAIR REPORT – Mr. McNaw**

- Mr. Schafer made a motion to follow the agenda as presented, seconded by Mr. Geesey.
  - The motion carried unanimously.

**SECRETARY REPORT – Mr. Swartley in Mr. German’s absence**

- Having received no additions or corrections, Mr. Swartley made a motion to approve the 10/30/19 Board meeting minutes as written, seconded by Mr. Kyle.
  - The motion carried unanimously.

Mr. Swartley reviewed the upcoming meeting dates and venues.

April 28-29, 2020 – POCS office - West Mifflin  
July 27-29, 2020 – Bedford Springs Resort - Bedford  
October 27-28, 2020 – DoubleTree Resort - Lancaster

**TREASURER REPORT – Mr. Kyle**

Mr. Kyle reviewed the preliminary financial reports: the Statement of Financial Position as of 12/31/19, the Changes in Net Assets Summary for the twelve months ending 12/31/19, the Expense Variance report, and the Capital Expense Budget vs. Actual as of 12/31/19.

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

## **VICE CHAIR REPORT – Mr. Geesey**

The Vice Chair report would be that of the committees.

### **Finance Committee – Mr. Kyle**

Mr. Kyle reported the committee met 1/20/20. He reviewed the investment portfolio performance, noting the committee agreed to maintain the existing investment strategy and asset allocation. Mr. Kyle reviewed the municipal fee calculation. He updated the Board on the progress of the Vision goals.

He reported the 2019 financial audit was scheduled for 2/24/20-2/28/20. The 2019 municipal refund was completed. He reviewed the Accounts Receivable and the collection rate.

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

Mr. Santayana reported the committee did not meet. He referred to the written materials in the Board booklet.

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

Mr. Murphy reported the committee met 1/14/20 via conference call. The C&B study RFP was sent to multiple firms.

Mr. Murphy stated Vision Goal 5.2 was reassigned to the Executive Committee.

### **Compliance Committee – Mr. Haverstick**

Mr. Haverstick reported the committee met on 1/9/20 via conference call. He thanked Mr. Bedics for conducting the meeting in his absence and reviewed the written materials in the meeting booklet.

Mr. Haverstick stated the letter addressed to Commissioner Brown from PHMSA determined the enforcement of Pennsylvania's excavation damage prevention law is "adequate."

He reviewed the year-end AVR statistics provided by the Commission.

### **Act 50 Implementation Task Force – Mr. Geesey**

Mr. Geesey reported the task force met 12/11/19 and 1/14/20 to discuss the legislative items that may need proposed regulations.

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

Mr. McNaw reported the task force met 10/29/19 to review the Excavator's Handbook. The final version is included in the meeting booklet.

- Mr. McNaw made a motion to approve the Excavator's Handbook, seconded by Mr. Meshaw.
  - The motion carried unanimously.

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

No meeting. No report. Mr. Ferri stated he was pursuing feedback from excavators for Goal 4.11.

**Education & Membership Committee** – Mr. Haupt in Mr. Bolton’s absence

Mr. Haupt reported the committee met 1/7/20 via conference call and gave the status on the Vision goals.

He stated POCS made a commitment to support the National Excavator Initiative in 2020 under Goal 1.3 and introduced Ms. Sander from NEI who provided a presentation on the 811 educational effort.

Mr. Haupt reviewed the written materials in the booklet.

Membership update as of 12/31/19:

- 3,663 total members
- 34 prospective members
- 86 new members activated
- 16 members cancelled
- 17 members merged

**Local Government Committee** – Ms. Fishel

No meeting. No report. Ms. Fishel thanked staff for the educational article that will run in the PSATS magazine in February.

**Mapping & Technology Committee** – Mr. Shaffer

Mr. Shaffer reported the committee met 1/8/20 via conference call. He reviewed the written materials in the booklet and reported the progress on the Vision goals.

**Design Industry Committee** – Mr. Berger

No meeting. No report.

**Parliamentary Committee** – Mr. Boswell

No meeting. No report.

**This concluded the Vice Chair report.**

**PRESIDENT REPORT** – Mr. Kiger

Mr. Kiger reviewed the written materials in the booklet.

Highlights:

- Ticket volume was a record breaking 1,037,643.
- 12,234 AVRs were processed between 4/28/18 and 12/31/19.
- The next DPC meeting is 2/11/20.
- 24 coordinating committees meet around the state.
- The 2019 State Damage Prevention Grant was received.
- There were over 4,000 Coordinate PA projects in 2019.
- The 2020 Excavation Safety Guide is available.

Mr. Steighner provided an update on Legislation and stated SB 694 on cross unit drilling became law, Act 85 of 2019; HB 247 on well permits was on the House calendar; and Speaker Turzai announced his retirement. He stated the Governor's Emergency Preparedness Summit was scheduled for mid-May.

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

Ms. Kiger reviewed the written materials in the Board booklet. She introduced Ryan Parrish, the new Liaison for southeastern Pennsylvania.

#### **Highlights:**

- The 2019 employee turnover rate was 10% which included 2 retirements.
- The average talk time decreased because of the increased use of CoordinatePA.
- The return rate of the annual member database verification was 59%.
- The 2019 municipal refund checks were issued to 1,390 principal municipal members.
- The liaisons completed 3,549 member contacts and received 341 survey responses in 2019.
- The Firehouse Campaign concluded in December.
- Billboards were run across the Route 6 corridor to increase awareness.

#### **RECOGNITION**

Mr. Kiger and Mr. McNaw represented a plaque to Leo Hilbert who retired 1/10/20. Mr. Rotz accepted the plaque which read:

In appreciation for his contributions and service as a Board Member of the Pennsylvania One Call System, Inc. and for his many years of support and commitment to underground damage prevention.

Mr. Hilbert received a round of applause.

Mr. Kiger presented a plaque to Mr. McNaw for his service as Chair of the Board which read:

In appreciation for his contributions and service as Chair of the Pennsylvania One Call Board of Directors and for his years of support and commitment to underground damage prevention.

Mr. McNaw thanked the Executive Committee, staff, and Mr. Murphy for their support and guidance over the past two years.

Mr. McNaw received a round of applause.

#### **OPEN DISCUSSION**

Ms. Ross stated Peoples Gas was organizing the 4<sup>th</sup> Annual 811 Golf Classic being held at Chestnut Ridge Golf Resort in Blairsville on June 15. A link will be sent to the Board members for those interested in golfing or sponsoring.

Ms. Bauer requested a copy of the compiled data for the 2019 municipal refund and the 2018 municipal refund.

#### **ADJOURN THE BOARD MEETING AND CONVENE THE ANNUAL MEETING**

- Mr. McNaw made a motion to adjourn the Board meeting and convene the Annual meeting, seconded by Mr. Kyle.
  - The motion carried unanimously.

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**ANNUAL MEETING**

Mr. McNaw called the Annual meeting to order at 11:03am.

**COLLECTION OF BALLOTS NOT PREVIOUSLY MAILED – Mr. Santayana**

Mr. Santayana collected ballots from the floor and the Board Development Committee adjourned to another room to count the ballots.

**ANNOUNCEMENTS OF THE RESULT OF THE BALLOT TALLY – Mr. Swartley**

Mr. Swartley read the results of the final candidate ballot for the Board of Directors:

Electric Industry	Adams Electric Cooperative – Dave Bolton
Gas Industry	PECO Energy – Dave Haverstick
Municipal-Principal	PA Municipal Authorities Association – Michael Kyle
Pipe Line Industry	Williams Gas Pipeline - Transco – G.J. “Jerry” McNaw
Telephone Industry	Verizon Pennsylvania LLC – Kelli Messa
Water Industry	Pittsburgh Water and Sewer Authority – John McCarthy

Mr. Swartley read the results of the Officer election:

Chair	Ray Geesey
Vice Chair	Kevin German
Assistant Secretary	Eric Swartley
Treasurer	Michael Kyle
President/CEO	William Kiger

- Mr. Geesey made a motion to appoint Mr. Schafer to the open position of Secretary and Mr. Lumbatis to Assistant Treasurer, seconded by Mr. Swartley.
  - The motion carried unanimously.

**ADJOURNMENT**

- Mr. Murphy made a motion to adjourn, seconded by Mr. Geesey.
  - The motion carried unanimously.

The meeting ended at 11:42am.

Respectfully submitted,

Kevin German  
Corporate Secretary

/emk/plm

Minutes Approved: April 29, 2020