



Pennsylvania One Call System, Inc.

BOARD OF DIRECTORS

Virtual Meeting
October 28, 2020
Minutes

OFFICERS

Chair - Ray Geesey	Columbia Gas of Pennsylvania	Attendance: 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 Cable Communication Mgmt.	Rick Moslen	Present
Contractor - NUCA Pennsylvania	Armando Ferri	Present
Design - Larson Design Group	David Hooper	Present
Electric - Adams Electric Cooperative	David Bolton	Present
Electric - FirstEnergy	Stephen Schafer	See Officers
Electric - PECO Energy	Rob Bedics	Present
Electric - PPL Electric Utilities Corporation	Mark Santayana	Present
Gas - Columbia Gas of Pennsylvania	Ray Geesey	See Officers
Gas - Peoples Natural 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	Present
Municipal Principal - PA Municipal Authorities Assn.	Michael Kyle	See Officers
Municipal Principal - Philadelphia Gas Works	Matthew Crosby	Present
Municipal General - PA State Assn. of Boroughs	Ronald Grutza	Present
Municipal General - PA State Assn. of Twp. Supervisors	Holly Fishel	Present
Pipeline - Energy Transfer	Molly Carriere	Present
Pipeline - Texas Eastern/Spectra	Ryan Lumbatis	See Officers
Pipeline - UGI Utilities, Inc.	Eric Swartley	See Officers
Pipeline - Williams Gas Pipeline - Transco	Jerry McInaw	See Officers
Telecommunications - Verizon Business	Kenneth Montanari	Present
Telecommunications - RCN Telecom Services	Eric Beers	Present
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 - Municipal Authority of Westmoreland County	Tom Ceraso	Present
Pennsylvania Dept. of Transportation	Larry Ditty, Jr.	Present
Pennsylvania Emergency Management Agency	Philip Barker	Present
Pennsylvania Public Utility Commission	Terri Cooper Smith	Present

MEMBERS in Attendance:

Aqua Pennsylvania Inc.	Andrew Strassner
Columbia Gas of PA, Inc.	Rick Burke
Cranberry Township	Jason Dailey
Crown Castle	Rich Sandala
Energy Transfer	Jennifer Ogle
FirstEnergy	Vita Moore
Kriebel Minerals Inc.	Milissa Bauer
Lehigh County Authority	Jason Peters
Muni Authority of Westmoreland County	Anthony Pologruto
Peoples Natural Gas	Charles Brazier
Philadelphia Gas Works	Brian Eckroade
PPL Electric Utilities Corporation	Douglas Haupt
Schuylkill County Municipal Authority	Jeff Canfield
UGI Utilities, Inc.	Tannie Artz
UGI Utilities, Inc.	Mark Callahan
UGI Utilities, Inc.	Jamie Ebert
UGI Utilities, Inc.	Allen Fowler
UGI Utilities, Inc.	Ryan Geisinger
UGI Utilities, Inc.	Marshall Harrington
UGI Utilities, Inc.	Vincent Macaluso
UGI Utilities, Inc.	Janet Toporcer
Verizon Pennsylvania LLC	Jennifer Carlin
Verizon Pennsylvania LLC	Richard Hackney
Windstream Communications	Jeff Geist

GUESTS in Attendance:

Eric Bugaile	Archer Public Affairs
John Taylor	Archer Public Affairs
Debra Kitner	Energy Association of Pennsylvania
Donato Perez	NUCA Pennsylvania
Brenda Reigle	NUCA Pennsylvania
Mary Gaiski	PA Manufactured Housing Association
James Kerstetter	PEMA

STAFF in Attendance:

Ellen M. Kiger	Vice President/COO
Sherry Harim	Director - Member Services & Accounting
Linda Covelli	Manager - Operations
Kelly Pearl	Manager - Member Services & Accounting
Norm Parrish	Manager - Education
S. Robin Johnson	Compliance Coordinator
Donna Williams	Business Analyst
Debra Schwartzmiller	Program Coordinator
James Larkin	Sr. Liaison Representative
Gregory Danks	Liaison Representative

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Erika Dominick	Liaison Representative
Allison Evanitz	Liaison Representative
Kevin Goldblum	Liaison Representative
Mark Lipka	Liaison Representative
Ryan Parrish	Liaison Representative
James Reynolds	Liaison Representative
Maria White	Liaison Representative
Penny L. Modrick	Executive Secretary

Mr. Geesey called the meeting to order at 9:34am with the Pledge of Allegiance, welcomed everyone to the call, and asked for a roll call.

CHAIR REPORT – Mr. Geesey

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

Mr. Geesey reported on changes to the Board of Directors. Mr. Ehrman was no longer employed by National Fuel and Mr. Berger retired from Larson Design. Mr. Geesey welcomed Mr. Specht from National Fuel and noted the Larson Design seat was vacant.

SECRETARY REPORT – Mr. Schafer

Mr. Schafer reviewed the future meeting schedule.

- January 26-27, 2021 – Virtual meeting
- April 27-28, 2021 – Virtual meeting
- 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 to the 7/29/20 Board meeting minutes, Mr. Schafer made a motion to approve the minutes as written, seconded by Ms. Fishel.
 - The motion carried unanimously.

TREASURER REPORT – Mr. Kyle

Mr. Kyle reviewed the Statement of Financial Position as of 9/30/20; the Summary of Change in Net Assets, Revenues & Expenses as of 9/30/20; the variance report; and the Capital Budget vs. Actual as of 9/30/20.

- Mr. Schafer made a motion to approve the Treasurer's report as submitted, seconded by Mr. Swartley.
 - The motion carried unanimously.

VICE CHAIR REPORT – Mr. German

The Vice Chair report will be that of the committees.

Finance Committee – Mr. Kyle

Mr. Kyle reported the committee met 10/5/20 and 10/16/20. During the 10/16/20 meeting, the committee reviewed the investments, the financial statements, and the municipal fee calculation. He also reported the

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cash reserves were being reviewed, and that the 2019 PUC letter had a positive impact on payments received. He reviewed the status of the Vision Goals assigned to the Finance Committee.

During the 10/5/20 meeting, the proposed 2021 Operating and Capital budgets were reviewed and the committee recommended the Board adopt both budgets. Mr. Kyle reviewed the proposed 2021 Capital and Expense budgets and the budget assumptions.

- Mr. Kyle made a motion to adopt the 2021 Capital Expenditure Budget, seconded by Mr. Swartley.
 - The motion carried unanimously.
- Mr. Kyle made a motion to adopt the 2021 Operating Expense Budget, seconded by Mr. German.
 - The motion carried unanimously.

Board Development Committee – Mr. Santayana

Mr. Santayana reported the committee met 9/17/20 to discuss board members and alternates involvement in committees, and that Ms. Vergenes would be reaching out to those not currently active on a committee. He reviewed the nomination process.

Mr. Santayana read the nominations for the Board of Directors

<u>Industry</u>	<u>Member Company</u>	<u>Represented by:</u>
Associate	PENNSYLVANIA BUILDERS ASSOCIATION**	Douglas Meshaw
Cable TV Industry	COMCAST CABLE COMMUNICATIONS MANAGEMENT LLC**	Rick Moslen
Electric Industry	FIRSTENERGY**	Stephen Schafer
Gas Industry	COLUMBIA GAS OF PENNSYLVANIA**	Ray Geesey
Municipal-General	PA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS**	Holly Fishel
Municipal-Principal	PHILADELPHIA GAS WORKS**	Matt Crosby
Pipe Line Industry	UGI UTILITIES, INC.**	Eric Swartley
Telecom	RCN TELECOM SERVICES**	Tyrone Cokley
Telephone	CENTURYLINK**	Stephen Putt
Water Industry (1 seat available)	LEHIGH COUNTY AUTHORITY**	Kevin German
	HAMPTON SHALER WATER AUTHORITY	Laura L. Berzonski
	AQUA PENNSYLVANIA, INC.	Andrew Strassner

**Incumbent

Mr. Santayana opened the floor for nominations to the Board of Directors.

No nominations were received from the floor.

All nominees voiced their acceptance of their nomination.

Mr. Santayana read the nominations for Officers.

<u>Officer Position</u>	<u>Board Member</u>	<u>Member Company</u>
Chair	RAY GEESEY**	Columbia Gas of Pennsylvania
Vice Chair	KEVIN GERMAN**	Lehigh County Authority
Secretary	STEPHEN SCHAFFER**	FirstEnergy
Treasurer	MICHAEL KYLE**	PA Municipal Authorities Association
Assistant Secretary	ERIC SWARTLEY**	UGI Utilities, Inc.
Assistant Treasurer	RYAN LUMBATIS**	Texas Eastern/Enbridge

** Incumbent

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Mr. Santayana opened the floor for nominations of Officers.

No nominations were received from the floor.

All nominees voiced their acceptance of their nomination.

Mr. Santayana read the list of committee volunteers.

Board Development

Kevin German – Lehigh County Authority*

Jerry McNaw – Williams Gas Pipeline - Transco

Compensation & Benefits

Stephen Schafer – FirstEnergy*

Compliance

Stephen Schafer – FirstEnergy

Matt Crosby – Philadelphia Gas Works

Andrew Strassner – Aqua Pennsylvania, Inc.

Eric Swartley – UGI Utilities, Inc.*

Construction Industry

Design Industry

Eric Swartley – UGI Utilities, Inc.*

Education & Membership

Matt Crosby – Philadelphia Gas Works

Jacob Specht – National Fuel

Finance

Local Government

William Bradford – Limerick Township

Mapping & Technology

Matt Crosby – Philadelphia Gas Works

Jacob Specht – National Fuel*

Parliamentary

*existing committee member

Ballots for Board of Directors will be mailed 60 days in advance of the January Board meeting.

Compliance Committee – Mr. Haverstick

Mr. Haverstick reported the committee met 9/23/20. He reviewed the status of the Vision goals.

Mr. Haverstick reported a Compliance Committee task force had been created, to be chaired by Mr. Swartley, who is looking for volunteers to serve on the task force. Please submit your name to Mr. Swartley, Mr. Haverstick or Ms. Modrick.

Draft for Approval

Secretary's note: UULPL Exemptions Task Force. Description: To collect, analyze, and report on the impact of exemptions within the UULPL.

Mr. Haverstick reviewed the third quarter PUC statistical report and noted the distribution of the 2019 PHMSA Characterization study report submitted by the PUC.

Construction Industry Committee – Mr. Ferri

No meeting. No report.

Education & Membership Committee – Mr. Bolton

Mr. Bolton reported the committee met 9/16/20. He reviewed the status of the Vision goals and asked Mr. Parrish to provide an update on the staff activities.

Mr. Parrish reviewed the written materials in the booklet highlighting virtual training sessions held, member contact progress, National 811 Day, 2021 and 2022 Safety Days, the Annual Golf Classic, the campaign to contact equipment rental companies in support of goal 1.2, and initiative to reduce the number of update tickets.

Mr. Bolton reported membership stands at 3,676 members.

Local Government Committee – Ms. Fishel

No meeting. No report.

Mapping and Technology Committee – Mr. Ceraso

Mr. Ceraso reported the committee met 9/15/20 to review the Vision goals and reviewed the written materials in the booklet.

Mr. Ceraso acknowledged the action item referred by the Executive Committee to discuss direct emails being sent from third party ticket management software to the initiator of dig notifications, outside of the KARL system. The item will be discussed at the next meeting 12/15/20.

Compensation & Benefits Committee – Mr. Murphy

No meeting, but there has been movement on the compensation and benefits study.

Design Industry Committee – Mr. Hooper

No meeting. No report.

Parliamentary Committee – Mr. Boswell

No meeting. No report.

This concluded the Vice Chair report.

The Chair excused the Vice Chair from the remainder of the meeting.

Draft for Approval

PRESIDENT/CHIEF EXECUTIVE OFFICER REPORT – Mr. Kiger

Mr. Kiger reviewed the written materials in the booklet noting the 5 year ticket volume was down ~5% from 2019; Web Ticket reviews were continuing; and the Design Drawing Exchange functionality would be moved into CPA in the future. He reviewed the statistics, member mapping sites, coordinating committees, and asked Ms. Pearl to provide an update on the new website.

Ms. Pearl reported the new website successfully launched on Monday at noon. Minor issues were resolved by Wednesday.

Mr. Kiger introduced Mr. John Taylor and Mr. Eric Bugaile from Archer Public Affairs.

Mr. Bugaile provided his background and experience, including serving on the House Transportation Committee, stating he was looking forward to working with us.

Mr. Taylor reflected on the passing of Mr. Steighner, a colleague in the House and in Harrisburg. He updated the Board on the legislature schedule, commenting on their focus on budget discussions with very few bills on the calendar.

Mr. Kiger welcomed Mr. Taylor and Mr. Bugaile, and offered sympathies to Mrs. Steighner and family.

Mr. Kiger reported on the One Calls of America (OCA) transition to Facility Notification Centers Association (FNCA). Mr. Kiger resigned from the board of OCA and was appointed to the board of FNCA.

VICE PRESIDENT/CHIEF OPERATING OFFICER REPORT – Ms. Kiger

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

- 9 employees are working in the West Mifflin office, with the remaining staff working from home. In office staff are practicing social distancing, frequent cleaning happening, and masks required. The no business travel policy for staff was extended until 6/30/2021.
- Staffing – There are 81 full time employees, 2 temp to hire assignments, 3 part time employees, and 6 open fulltime positions. The overall turnover rate was 9%. There was 1 active medical leave, and an organization chart was included in the booklet.
 - Congratulations to Mr. Bernal on the birth of his baby boy, Carter, on 10/15/20.
- A list of staff training was included in the written report followed by a summary of staff activities, with the exception of the Education department, which was reported on during the Education Committee report.
- After struggling with the average speed of answer in August and September, the year to date average was 24 seconds. The struggle was attributed to the loss of 4 Customer Service Reps during the 3rd quarter.
- The number of “no responses” to KARL was down to 3.82%
- 83% of the members completed the 2020 member database verification. The 2021 verification begins in January.
- The new website was launched this week, hosted in the Azure cloud.
- A Laserfiche workflow was created and implemented for the annual nomination process.
- A broadcast message was sent announcing the annual landbase migration and map object freeze period scheduled to begin Thursday 12/10/2020 and end Monday 1/4/2021.
- The Avaya 15.2 Workforce Optimization upgrade was completed, along with implementation of Speech Analytics and Automated Quality Monitoring capabilities. Extensive staff training conducted during the 3rd quarter.
- Change Orders 10 and 11 for Coordinate PA were released.

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- The 10/3/2020 disaster recovery test was partially successful, and uncovered issues with the voice media gateway in Ohio and the Cisco ASA connection in Ohio. Both issues have been corrected and the test was rescheduled for Saturday 11/7/2020.
- The firmware for the Cisco ASAs were upgraded in Ohio and West Mifflin.
- A summary of activities for the national committees was included in the booklet.

RECOGNITION

Mr. Geesey presented plaques to Mr. Ehrman and Mr. Berger, thanking them for their service and commitment to damage prevention. Mr. Specht accepted the plaque on Mr. Ehrman's behalf, and Mr. Berger's plaque will be mailed to his home. On behalf of the entire Board, Mr. Geesey thanked them both and wished them well in their future endeavors.

OPEN DISCUSSION

Ms. Vergenes asked Board members and alternates to consider which committee might be of interest to them, as their active participation is critical to the success of POCS.

ADJOURNMENT

- Mr. Swartley made a motion to close all nominations, seconded by Ms. Vergenes.
 - o The motion carried unanimously.
- Mr. Bolton made a motion to adjourn, seconded by Mr. Swartley.
 - o The motion carried unanimously.

The meeting ended at 10:50am.

Respectfully submitted,

Stephen Schafer
Corporate Secretary

/emk/plm

Minutes Approved: