



## Meeting Minutes

**MEETING DATE:** Tuesday, Dec. 19, 2017

**TIME:** 10 a.m. – 11:30 a.m.

**LOCATIONS:**

- NV Energy, 1 Ohm Place, Reno, NV
- PUCN, 9075 W. Diablo Drive, #250, Las Vegas, NV

**MEETING ATTENDEES:**

- **North:** Jay Mendiola, NV Energy | Jack Byrom, TMWA | Geoff Daferno, TMWA | Julie Hearn, SW Gas | Ken Saarem, PUCN | Daniel Adesina, PUCN | Mike Fitzgibbons, Comstock Inspection | Jamie Haas, Paiute Pipeline
- **South:** Boyd Duchene, CC Water Reclamation District | Cesar Castillo, RP Weddell | Craig Rogers, PUCN | Dave Dahl, Retired | Dawn Rivard, PUCN | Greg Noel, USIC | Kyle Wright, Haaker Equipment | Mike Marrero, USIC | Rick Torrens, KCI | Nick Nishihama, City of Las Vegas | Bob Ward, NV Energy
- **Phone:** Colin Miyati, USA North | Wayne Scott, AT&T | Marshall Johnson, AT&T | Tom Georgi, LVVWD

**Standing Items:**

**1. Introductions (Jay Mendiola)**

Self-introductions took place.

**2. Adoption of the Agenda (Jay Mendiola)**

Ken Saarem made a motion to adopt the agenda as is. Jamie Haas seconded the motion.

**3. Financial Status Report – For Information Only (Dawn Rivard)**

The NRCGA began 2017 with \$37,708 and ended with \$22,300.35. Expenses increased this year due to the NRCGA Utility Locate Rodeo, 811 promotion (Reno Aces), sending 2 locators to compete in the Int'l Utility Locate Rodeo in Texas, and sending Byrd Underground to the CGA conference in Florida in March. Invoices for 2018 were emailed to members earlier this month.

**4. Enforcement Actions (Craig Rogers)**

The PUCN issued 3 warning letters and 1 citation to a company that had no dig ticket and hit a power and gas line. The company tried to fight the citation in front of the PUCN Commission. The company argued PUCN staff did not have the authority to fine them. In the end, the company settled.

**5. CGA Best Practices and CGA Update (Cesar Castillo, Bob Ward)**

The CGA's 2018 communication plan has been published to the CGA's website for anyone interested.

**New Business:**

**6. Northern Excavator Appreciation Event (Jay Mendiola)**

The event was held on Dec. 15. Eighty people RSVP'd; 50 showed up. Colin Miyati and Julie Hearn helped the NRCGA organize the event. Silver Shovel winners were: Frank Leport Construction (0 – 50 tickets), Tahoe Fence (51-200 tickets) and Nevada Barricade & Sign Company (201+ tickets).

**7. Bylaws Update (Jack Byrom)**

Jack reviewed our bylaws. Section 2.1.1. – Notice of Annual Meeting, states that the Board is to have an annual meeting. Even though the Board did not have an annual meeting in 2017, Jack does not think we're out of compliance because he says the bylaws are vague on when the annual meeting will take place. Jack sent out an email to current Board members to try and schedule the annual meeting for Dec. 19, to be held prior to today's regular membership meeting. Responses he received indicated too many Board members



would be absent due to Dec. 19's proximity to Christmas. Jack also asked if current Board members want to continue on the Board going forward. A few primary and alternatives have replied yes so far. Jack plans to schedule the Board's annual meeting for 9:30 a.m. on Jan. 16, 2018. Jack will email nominees for Board and officer positions 10 days prior to the annual meeting.

**8. Officer Election & Board of Director Nominations (Bob Ward)**

See #7 above.

**9. Membership Ideas (Dawn Rivard)**

- **Give Silver Shovel Award Winners 2018 Stakeholder Membership** – Those present approved giving associate memberships to Silver Shovel winners. Dawn will notify the winners of the membership.
- **Create Membership Committee** – New people attend NRCGA meetings, but nobody follows up with those people to see if they would like to join. They attend once and don't come back. Cesar will apparently be the membership committee by
- **Year Plates for Membership Plaques** – Dawn will order 2016, 2017 and 2018 year plates and order a membership plaque for Haaker Equipment. Haaker became a member in 2017.

**Committee Reports:**

**10. Education/Training (Jay Mendiola, Cesar Castillo, Dennis Bott)**

- Jay Mendiola – Training for 18 people held on Dec. 14. Another 6 were trained "last Monday."
- Julie Hearn – Southwest Gas held a training for 10 employees from the City of South Lake Tahoe Building Department.
- Cesar – 3 trainings completed since the last meeting.

**11. Locate Rodeo Committee (Dennis Bott, Mike Marrero)**

This committee hasn't met in a couple months. Will resume meeting monthly in Jan. 2018. Craig Rogers will call Tim after the holidays to try and lock down a date in April for the rodeo.

**12. USA North 811 NV Committee Update (Boyd Duchene, Bob Ward, Tom Georgi)**

The Committee met last Wednesday. The 24/7 call center will happen. Members voted 12% fee increase to cover the cost of the call center being opened 24/7 and other costs as well.

**Non-Agendized Items:**

**13. 811 Online Ticket Submittal Training (Craig Rogers)**

Idea is to do a lunch and learn for contractors who still call in tickets rather than submit them online.

**14. Contractor Knowledge of Dig Tickets (Cesar Castillo, Colin Miyati)**

Cesar says 95% of people who attend his training don't know what a dig ticket is. Company secretaries or other office staff generally call in dig tickets and field people know nothing about it. Colin says USA North has a PDF called "How to Read a Ticket." This document could help people understand what a ticket is. Cesar will translate it to Spanish if need be.

**15. Dig Ticket App (Colin Miyati)**

USA North continues working with a software developer on a dig ticket app for smart phones. The app would allow users to file for extensions and renewals and add remarks. Once the app allows users to do these things, USA North hopes to see a decrease in calls to call center.

**16. Travel Policy, Emergency Contact Cards (Dawn Rivard)**

Dawn is developing a travel policy to help establish a procedure for those traveling on the NRCGA's behalf, such as line locators competing in the Int'l Locate Rodeo in Texas and silver shovel winners traveling to the CGA annual conference. Emergency contact cards are on hold until Cox figures out what number it wants on the card. The number for Cox currently on the NRCGA's emergency contact cards is incorrect.

**NEXT MEETING: Tuesday, Jan. 16, 2017**