OAR/ORS Committee Minutes -Thursday, June 24, 2021 Zoom Meeting

Members called in: Micah Brown, Melanie Lewis, Phil Boyle, Tim Smith, Mitch Burghelea, Connor Toney, Kitty O'Keefe, Josh Thomas and Michelle Tyree.

Guests: Kim Boyd, Adam Franco and Scott Gallegos from OCC.

Dan McGraw/LSNetwork.

1. Announcements and Introductions

- a. Melanie Lewis called the meeting to order at 10:00 a.m. and introductions were made.
- b. A motion from Phil was made to approve minutes from 5/6/21 as amended and 2^{nd} by Mitch. Kitty to post on website.
- c. Vice Chair Statement: Melanie welcomed members and guests. She stated the Ticket Extension could provide an opportunity to have actual documentation and hold people accountable.

2. OAR Committee Items

- a. Discuss 'Ticket Length' language
 - i) Tabled
- b. Discuss Mandatory White Paint
 - i) Tabled
- c. Discuss Design Locate Parameters
 - i) Tabled
- d. Discuss Mandatory Damage Reporting
 - i) Tabled
- e. Paint Remediation
 - i) Tabled
- 3. Old Business
 - a. 'Large Area' definition Revision to Include Survey Design Language to include 952-001-0080.
 - i) Keep this action item. Tabled.
- 4. New Business
 - a. Ticket Extension (See Attachment #1)
 - i) Kim Boyd shared her ppt and discussion followed:
 - ii) pg. 2: Board needs to decide what language they want here.
 - iii) Pg.4-9: the excavator has 4 options to choose from. If no action is taken, the ticket remains the same.
 - iv)Question was asked: how many times can a ticket be extended? Most states allow only one time.

- v) Outreach, Training & Marketing: OCC ITIT specialist can provide training. OCC Creative Team can help with marketing ideas.
- b. Next Steps (See Attachment #2)
 - i) Customization for Oregon: Kim provided this document with 6 questions that need to be answered by the board. Discussion followed and notes were made. See attachment #2
 - ii) Recommendation of text to use for Oregon is highlighted in green and yellow.
 - iii) Micah will bring to full board in July.
 - iv) Micah asked Josh to put together an email to send to full board. Email to include the 6 questions noted on this document.
- c. Excavation Copy of Ticket from MN & MO
 - i) (See Attachments #3 & #4)
- 5. For the Good of the Order -
- 6. Next Meeting tbd

Motion to adjourn by Micah and 2^{nd} by Phil. Meeting adjourned at 11:26am. Minutes submitted by Kitty O'Keefe on June 26, 2021



Facility Operator requests extension using the link in the ticket they received or directly through the Locator Tickets (LTM) system.

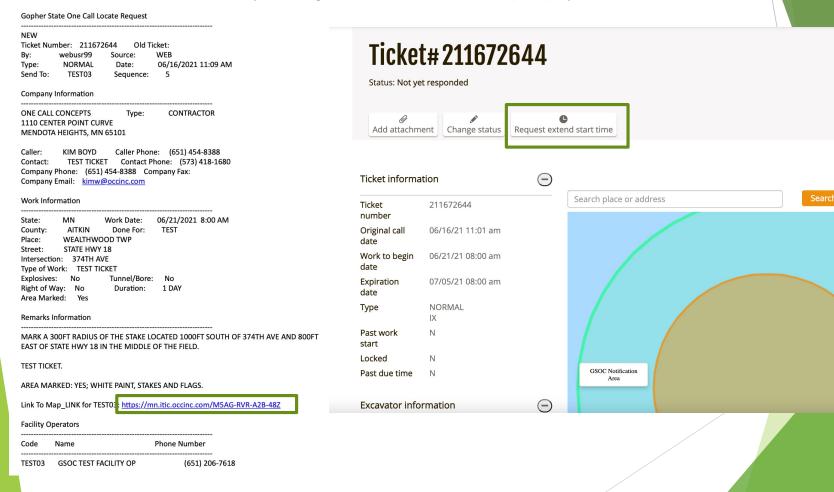
Return to ticket list

PDF

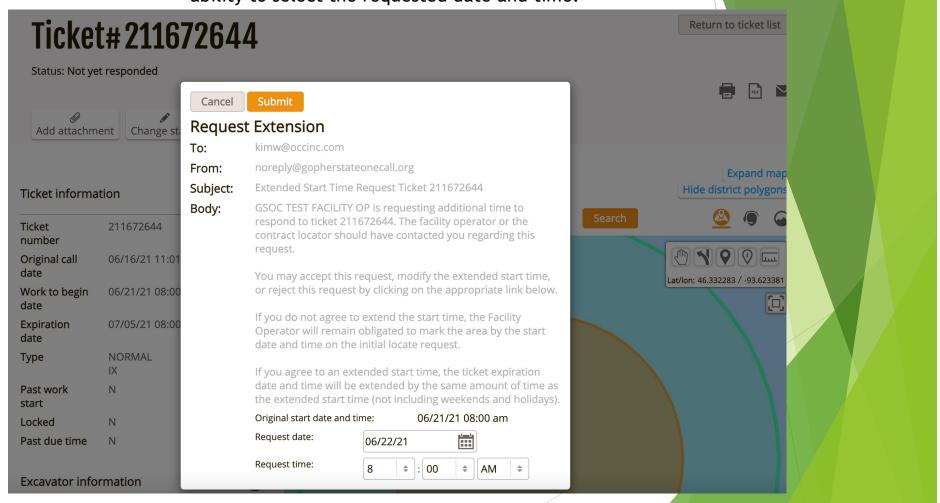
Expand map

Hide district polygons

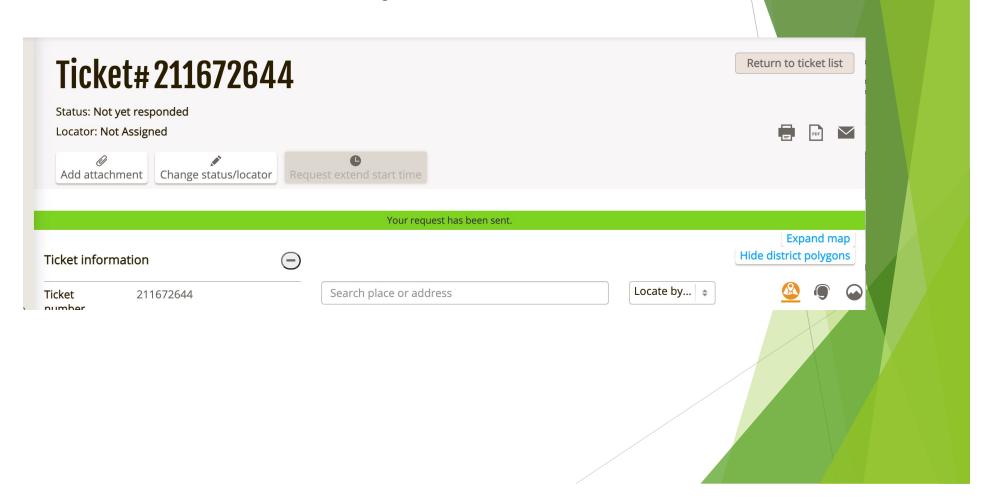
Lat/lon: 46.332535 / -93.621863



Email that will be sent to the excavator is displayed along with the ability to select the requested date and time.



After clicking 'Submit' the Facility Operator is provided confirmation that the message was sent.



Extended Start Time Request Ticket 211672644



noreply@gopherstateonecall.org

To: kimw@occinc.com

GSOC TEST FACILITY OP is requesting additional time to respond to ticket 211672644. The facility operator or the contract locator should have contacted you regarding this request.

Today at 11:24 AM

You may accept this request, modify the extended start time, or reject this request by clicking on the appropriate link below.

If you do not agree to extend the start time, the Facility Operator will remain obligated to mark the area by the start date and time on the initial locate request.

If you agree to an extended start time, the ticket expiration date and time will be extended by the same amount of time as the extended start time (not including weekends and holidays).

The original start date and time is: 06/21/21 08:00 am

The requested start date and time is: 06/22/21 8:00 AM

To accept extended start time request click: https://mn.itic.occinc.com/mnngarr118701001

To modify the extended start time request click: https://mn.itic.occinc.com/mnaremD5AG-RRR-A2B-48Z? requested start date=1624366800000

To reject extended start time request click: https://mn.itic.occinc.com/mnngrrr118701001

Ticket Number: 211672644 Caller Name: KIM BOYD Type of Work: TEST TICKET Work Being Done For: TEST

Address/Street/City: STATE HWY 18, WEALTHWOOD TWP

Intersecting: 374TH AVE

Location of Work: MARK A 300FT RADIUS OF THE STAKE LOCATED 1000FT SOUTH OF 374TH AVE AND 800FT EAST

OF STATE HWY 18 IN THE MIDDLE OF THE FIELD.

Excavator receives email with the Ticket Extension request.

If the excavator clicks the ACCEPT link from the email, they then click the Accept Extend Start Time button, receive a statement that the tickets was extended, and all facility ops listed on the original ticket receive a new copy of the ticket.

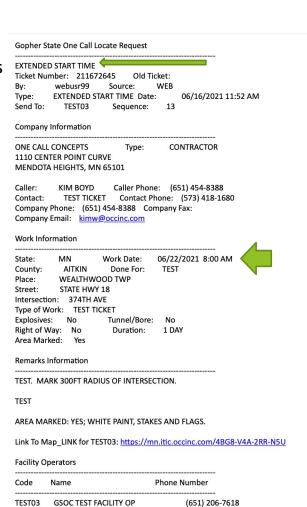
Ticket Extension Confirmation

Click to accept the extended start time:

Accept Extend Start Time

Go To Home Page

The original start date and time of 06/21/2021 08:00 AM has been extended to 06/22/2021 08:00 AM.



If the excavator clicks the REJECT link from the email, they then click the Reject Extend Start Time button, receive a statement that the request was extended, and the original start time still applies and the facility op that made the extension request receives a new copy of the ticket showing it was rejected.

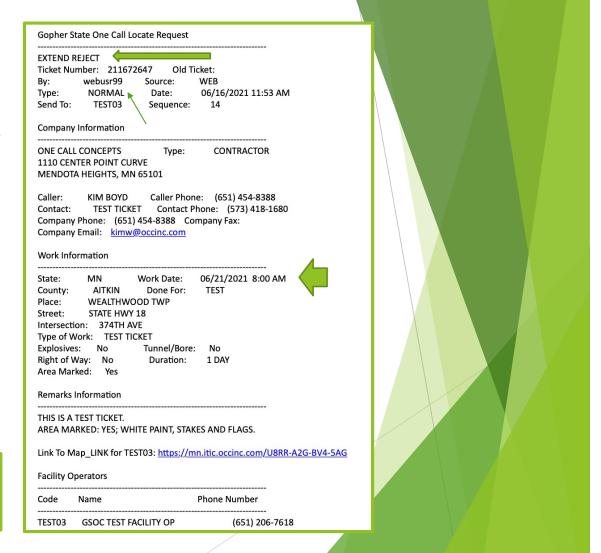
Ticket Extension Confirmation

Click to reject the extended start time:

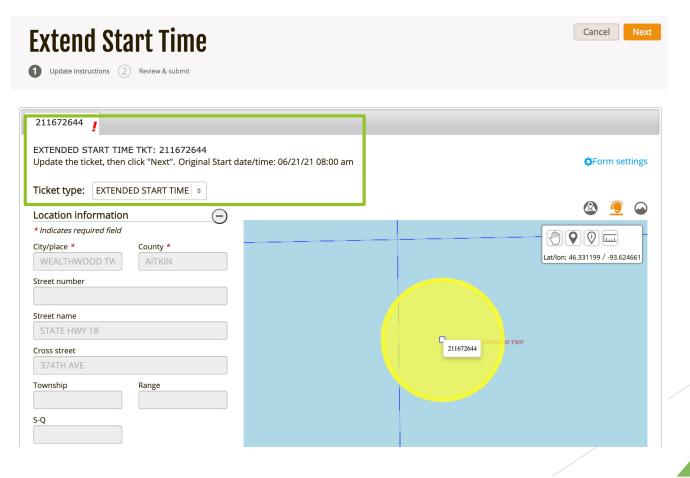
Reject Extend Start Time

Go To Home Page

The extended start time request was rejected, and the original start date and time of 06/21/2021 08:00am will remain in effect.



If the excavator chooses to modify the extension request time the excavator clicks the modify link in the email and is dropped into the ticket. Most if not ALL fields are locked so changes cannot be made. The ticket type is set to 'Extended Start Time' and can not be changed.



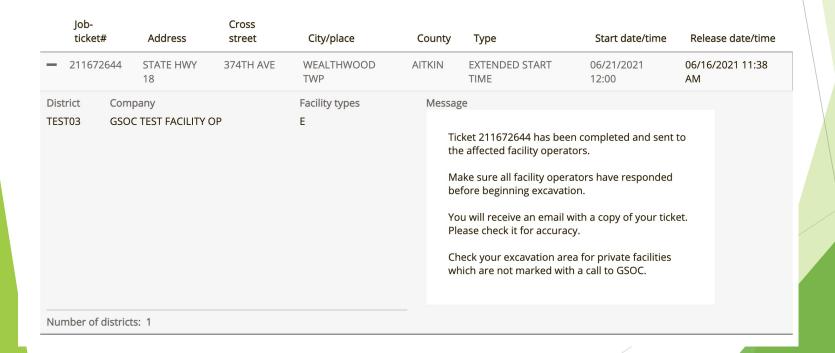
The excavator can modify/select a new start date/time. Marking/driving instructions Cancel MARK A 300FT RADIUS OF THE STAKE LOCATED 1000FT SOUTH OF 374TH AVE AND 800FT EAST OF STATE HWY 18 IN THE +Additional information REMARK: >> Google Image may be subject to copyright 50 m _____ Terms of Use Job description ! Start date * Start time 0 06/21/2021 12:00 PM Duration * Day Field contact name * Field contact cell phone TEST TICKET 573-418-1680 Type of work * Work done for * TEST TICKET Additional email recipient(s) Job number Explosives * Tunnel/bore *

Submitting the request results in a ticket with an 'Extended Start Time' header. The ticket number does not change and the ticket is transmitted to ALL facility operators on the ticket with the new header and the new start date/time.

Finished

Congratulations!

Your notifications have been sent



The facility operators receive the 'Extended Start Time' ticket via their transmission method. With the 'Extended Start Time' header and new start date and time.



The 'Extended Start Time' ticket shows in the facility operators LTM account.

11 records found	,	K Emergency	□ Priority	Past due	⊕ Updated	✓ Meeting	(h) Cancelec	d ↑ Locked	¥ Pend	ing Extension
☐ Ticket #	\$ Header 🛊	Orig Call 🍦	Begin 🖣	Street 🖣	City	County •	State 🖣	District District	ocator 🖣	Status 🛊
□ 211670331	UPDATE	2021/06/16 07:07 am	2021/06/18 08:00 am	240TH AVE	VERDON TWP	AITKIN	MN	TEST03		Not yet responded
□ 211671008	NORMAL	2021/06/16 08:20 am	2021/06/22 08:00 am	18469 520TH LN	SHAMROCK TWP	AITKIN	MN	TEST03		Not yet responded
□ 211672054	NORMAL	2021/06/16 10:12 am	2021/06/18 10:15 am	200 ELM ST	ONAMIA	MILLE LACS	MN	TEST03		Not yet responded
□ 211672407	NORMAL	2021/06/16 10:38 am	2021/06/21 08:00 am	HYSER	SOUTH	MILLE	MN	TEST03		Not yet
□ 211672644	EXTENDED START TIME	2021/06/16 11:01 am	2021/06/21 12:00 pm	STATE HWY 18	WEALTHWOOD TWP	AITKIN	MN	TEST03		Not yet responded
□ 211672645	NORMAL	2021/06/16 11:01 am	2021/06/21 08:00 am	STATE HWY 18	WEALTHWOOD TWP	AITKIN	MN	TEST03		Not yet responded
□ 211672646	NORMAL	2021/06/16 11:01 am	2021/06/21 08:00 am	STATE HWY 18	WEALTHWOOD TWP	AITKIN	MN	TEST03		Not yet responded

The excavator receives a new copy of the ticket.

TICKET SUMMARY

211672646 Old Ticket:

By: tktlink Source: WEB

Type: EXTENDED START TIME Date: 06/16/2021 11:01 AM

Company Information

Company: ONE CALL CONCEPTS Type: CONTRACTOR

Address: 1110 CENTER POINT CURVE MENDOTA HEIGHTS, MN 65101

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 Caller:
 KIM BOYD
 Phone:
 (651) 454-8388

 Contact:
 TEST TICKET
 Phone:
 (573) 418-1680

Company Phone: (651) 454-8388 Company Fax:

Email Address: kimw@occinc.com

State: MN Work Date: 06/21/2021 2:00 PM

Work Information

County: AITKIN Work Being Done For: TEST

Place: WEALTHWOOD TWP
Street: STATE HWY 18
Intersection: 374TH AVE
Type of Work: TEST TICKET

Explosives: N Tunnel/Bore: N R.O.W.: N Duration: 1 DAY

Area Marked: Yes

Remarks Information

Location of Work:

Ticket Number:

THIS IS A TEST TICKET. MARK 100FT ON BOTH SIDES OF THE FLAGGED ROUTE. ROUTE RUNS FROM 374TH ST SOUTH FOR 600FT THEN TURNS NORTHEAST FOR 250FT.

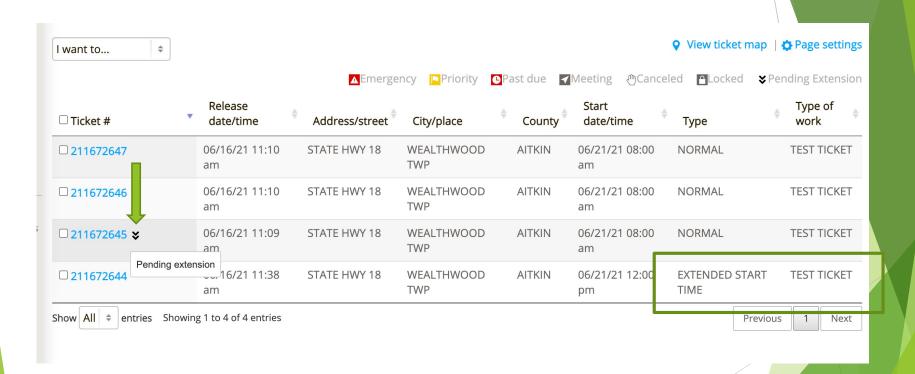
TEST TICKET REMARK: >> AREA MARKED: YES; STAKE

FACILITY OPERATORS NOTIFIED

CodeCompany NameMarking ConcernsDamageCustomer ServiceTEST03GSOC TEST FACILITY OP(651)206-7618(651)222-2222(800)252-1166

Reminder: Custom messaging can be added to the email sent to excavators.

The 'Extended Start Time' ticket shows in the excavators 'My Tickets' account. Any pending extensions will also show with an icon.



Report:

MN Ticket Extension Report

Summary:

Count	Requests	Accepted	Rejected	Ignored	Direct	Req But Direct
145	145	50	10	83	0	2

By Excavator:

Excavator Company	Count Req	uests Acc	epted Rej	ected Ign	ored Di	rect Re	q But Direct
ABRAHAMSON NURSERIES	1	1	0	0	1	0	0
ADAM DOLL	1	1	1	0	0	0	0
ADVANCED IRRIGATION	1	1	0	0	1	0	0
AMERICAN FENCE	1	1	0	0	1	0	0

By Facility Owner:

Facility Company	Count	Requests	Accepted	Rejected	Ignored	Direct	Req But Direct
CENTER POINT ENERGY	6	6	1	0	5	0	0
CENTURYLINK - CTLQL	29	29	16	0	13	0	0
CHARTER COMMUNICATIONS	7	7	1	1	5	0	0

By Ticket:

Ticket #	Facility Company	Excavator Company	Count Re	quests Acc	epted Re	jected Igr	ored Di	rect Re	q But Direct
182470999 NO	DBLES COOP ELECTRIC	EVOLVE LANDSCAPING LLC	1	1	0	0	1	0	0
182501845 X	CEL ENERGY	BIRCH TREE CARE	1	1	0	0	1	0	0
182535325 XC	CEL ENERGY	ABRAHAMSON NURSERIES	1	1	0	0	1	0	0
182543650 CO	OMCAST	METRO BLOOMS	1	1	0	0	1	0	0
182543681 CE	NTURYLINK - CTLOL	METRO BLOOMS	1	1	0	0	1	0	0

Next Steps:

- Make decisions on customization for Oregon
- Make official request for development
- Internal testing of features
- Testing with Facility Ops for new ticket types (headers)
- Deployment and release for OR customers
- Outreach and Training

Questions?



Decisions on customization of Ticket Extension feature for Oregon

- 1. How much additional time will be allowed for the extension request?
 - a. 1 day, 2 days, 3 days etc.?
 - i. Tim 2 days
 - ii. Mitch 1 day
 - iii. Phil 2 day
 - iv. Melanie 3 days-4 days
 - v. More discussion needed
- 2. Can a ticket only be extended one time?
 - a. Once the ticket is extended/rejected no further action can be taken.
 - i. Only 1 time (multiple committee members)
- 3. What text do you want in the email to the excavator?
 - a. See below for examples and recommendation
- 4. Is there additional text that should be provided on the copy of the ticket the excavator receives after they accept/modify the ticket extension request?
 - a. See attached for examples (as a reminder the examples are customized and provide information specific to the law in MN and MO).
- 5. Text after extension is completed, rejected, modified
 - a. **Accepted:** The original start date and time of 06/21/2021 08:00 AM has been extended to 06/22/2021 08:00 AM.
 - b. **Reject:** The extended start time request was rejected, and the original start date and time of 06/21/2021 08:00am will remain in effect.
 - c. **If Accept is attempted again after another action has already been taken:** An issue prevented the ticket start time from being extended. Please contact 651-681-5700 for assistance.
 - d. Clicking Modify after an action has already been taken: This ticket can no longer be modified as an extension has already been processed. Only one Extended Start Time can be processed per ticket.
- 6. Ticket Types
 - a. 2 Full Business Days, Emergency, Non-Emergency, Crew On Site, Priority, Meet Time, Short Notice, Pre Survey
 - i. Recommendation was for extension to be added to ticket that provide the 2 business day notice.

Examples of text used for email to excavator in Minnesota:

[FACILITY OP NAME] is requesting additional time to respond to ticket 123456789. The facility operator or the contract locator should have contacted you regarding this request.

You may accept this request, modify the extended start time, or reject this request by clicking on the appropriate link below.

If you do not agree to extend the start time, the Facility Operator will remain obligated to mark the area by the start date and time on the initial locate request.

If you agree to an extended start time, the ticket expiration date and time will be extended by the same amount of time as the extended start time (not including weekends and holidays).

The original start date and time is: 06/21/21 08:00 am

The requested start date and time is: 06/22/21 8:00 AM

To accept extended start time request click: https://mn.itic.occinc.com/mnngarr118708945

To modify the extended start time request click: https://mn.itic.occinc.com/mnaremMRA4-ABR-582-RG4?requested start date=1624366800000

To reject extended start time request click: https://mn.itic.occinc.com/mnngrrr118708945

Ticket Number: 123456789 Caller Name: KIM BOYD Type of Work: TEST TICKET Work Being Done For: TEST

Address/Street/City: STATE HWY 18, WEALTHWOOD TWP

Intersecting: 374TH AVE

Location of Work: THIS IS A TEST TICKET. MARK 100FT ON BOTH SIDES OF THE FLAGGED ROUTE.

ROUTE RUNS FROM 374TH ST SOUTH FOR 600FT THEN TURNS NORTHEAST FOR 250FT.

Recommendation of text to use for OREGON:

[FACILITY OP NAME] is requesting additional time to respond to ticket 123456789.

You may accept this request, modify the extended start time, or reject this request by clicking on the appropriate link below.

If you do not agree to extend the start time, the Facility Operator will remain obligated to mark the area by the start date and time on the initial locate request.

The ticket life is 45 calendar days from the time the original ticket is started. If you agree to an

extended start time, the ticket life does not change.

The original start date and time is: 06/21/21 08:00 am

The requested start date and time is: 06/22/21 8:00 AM

To accept extended start time request click: https://mn.itic.occinc.com/mnngarr118708945

To modify the extended start time request click: https://mn.itic.occinc.com/mnaremMRA4-ABR-582-RG4?requested start date=1624366800000

To reject extended start time request click: https://mn.itic.occinc.com/mnngrrr118708945

Ticket Number: 123456789 Caller Name: KIM BOYD Type of Work: TEST TICKET Work Being Done For: TEST

Address/Street/City: STATE HWY 18, WEALTHWOOD TWP

Intersecting: 374TH AVE

Location of Work: THIS IS A TEST TICKET. MARK 100FT ON BOTH SIDES OF THE FLAGGED ROUTE.

ROUTE RUNS FROM 374TH ST SOUTH FOR 600FT THEN TURNS NORTHEAST FOR 250FT.

Gopher State One Call

Your ticket has a legal start date and time of 05/19/2021 12:00 PM.

You must ensure that the entire ticket is correct and the entire work area is mapped correctly by clicking - <u>HERE</u>. If any information is incorrect, click <u>HERE</u> to make changes or call 1-800-252-1166, 651-454-0002 or 811.

Mark the excavation area with white paint or flags.

You may check the facility operator Positive Response or update or cancel your ticket by clicking - HERE.

An email with the facility operator responses will be sent to you at the legal start date and time of your ticket.

This ticket is valid for 14 days from the legal start date and time. The expiration date and time is 06/02/2021 12:00 PM .

	TICKET	T SUMMARY	
Ticket Number:	211335808	Old Ticket:	
By:	webusr99	Source:	WEB
Type:	NORMAL	Date:	05/13/2021 11:26 PM
	Company	/ Information	
Company:	ONE CALL CONCEPTS	Type:	CONTRACTOR
Address:	1110 CENTER POINT CURVE		
	MENDOTA HEIGHTS, MN 65101		
Caller:	KIM BOYD	Phone:	(651) 454-8388
Contact:	TEST TICKET	Phone:	(573) 418-1680
Company Phone:	(651) 454-8388	Company Fax:	
Email Address:	kimw@occinc.com		
	Work I	nformation	
State:	MN	Work Date:	05/19/2021 12:00 PM
County:	AITKIN	Work Being Done For:	TEST
Place:	WEALTHWOOD TWP		
Street:	STATE HWY 18		
Intersection:	374TH AVE		
Type of Work:	TEST TICKET		
Explosives:	N	Tunnel/Bore:	N
R.O.W.:	N	Duration:	1 DAY

Remarks Information

Location of Work:

Area Marked:

THIS IS A TEST. HOLD FOR KIM B AREA MARKED: YES; TESTING WHITE FLAGS.

Yes

FACILITY OPERATORS NOTIFIED							
Code	Company Name	Marking Concerns	Damage*	Customer Service			
TEST03	GSOC TEST FACILITY OP	(651)206-7618	(651)222-2222	(800)252-1166			

EXCAVATOR RESPONSIBILITIES

- It is your responsibility to determine which facility operators have responded to the ticket. For questions concerning facility operator responses to your ticket contact them directly via their phone number on the ticket.
- You can refresh the markings by going HERE to request an Update Refresh Marks or Extend Life.

- Keep your ticket current; update if necessary at least 48 hours before the expiration date and time of your ticket, excluding weekends and holidays by clicking HERE to request an Update Refresh Marks or Extend Life.
- Use safe excavation practices. Maintain the minimum safe tolerance zone. If a damage occurs keep yourself and
- * those around you safe. Call 911 if you strike gas, propane, hazardous liquids or if there is the possibility of risk to persons and property. Call the facility operator to report the damage. Do not repair your own damage.
 - Inspect the excavation area for private facilities that are not marked with a call to Gopher State One Call. Examples of private facilities are gas line to a grill, electric line to a garage and a sprinkler system. You are
- responsible to determine their existence and location prior to excavating. More information about private facilities can be found at <u>private facilities</u>.

MISSOURI ONE CALL

The TicketLINK may also be used to view utility status, request a 'Relocate', report a 'No Response', 'Cancel' a request, keep notes, view and add attachments, and provide access to all your other requests.

TICKET SUMMARY

Ticket Number: 211380507 EXTENDED START TIME Type: I-Tic

Requested By: CINDY KELL

Type of Work: REPAIR WATER LINE
Work For: CITY OF CANTON
Address/Street: 600 LEWIS ST, CANTON

At: N 6TH ST

Location of Work:

FROM THE CENTERLINE OF N 6TH ST AND LEWIS ST, HEAD WEST ON LEWIS ST FOR 56 FT. THEN FROM THE CENTERLINE OF LEWIS ST, HEAD N FOR 19 FEET TO THE PAINT - BLUE PAINT . MARK A 30 FT RADIUS AROUND THE PAINT.

CENTERPOINT COORDINATES: LAT:40.1303359, LON:-91.521947

MEMBERS NOTIFIED

The following utility(s) are required to respond by marking the approximate location of their underground facility in the appropriate color, by marking CLEAR or OK at the site, or by phone/fax/email that they are not affected. You must contact any other utilities directly.

Company Name	Utility Type	Marked	Clear
AMEREN MISSOURI ELECTRIC	E		
CITY OF CANTON PUBLIC WORKS	S,W		
LIBERTY UTILITIES	G		
YONDOO BROADBAND	FO		

EXCAVATOR RESPONSIBILITIES

- This ticket number serves as proof of your request and is valid for as long as markings remain visible and usable. You are only required to request a 'Relocate' when markings become unusable due to work or weather or if your work does not begin within 10 working days.
- It is the excavator's responsibility to determine which utilities have, or have not, responded prior to beginning excavation. If any utility has not responded by 6/02/21 8:00 AM you are required by law to report a 'No Response'.
- * Any damage or disturbance of any buried utility during excavation must be immediately reported, as required by law, by calling 800-344-7483 and filing a 'Digup' ticket.