



MINUTES BOARD OF DIRECTORS MEETING April 2, 2025

Members Present:

Kristopher Anderson	Jason Ponciano
Brian Connolly	Sam Richert
Tom Hoffman	Mark Sellin
Dan Krier	Joe Thill
Phil Lesnar	Patrick Warden
	Ward Westphal

Counsel present:

Dean E. Parker, Hinshaw & Culbertson LLP
Kevin J. Moore, Hinshaw & Culbertson, LLP
Peter J. Kaiser, Hinshaw & Culbertson, LLP

Guests:

Kelly Connolly, Chief Operations Officer, GSOC
Olivia Phillips, Marketing Specialist, GSOC
Adam Franco, Vice President, OCC
Kimberly Boyd, Customer Relations Manager, OCC
Tammy Gardner, General Manager, Minnesota, OCC
Ryan Schmalz, Customer Relations Manager, OCC
Jon Wolfram, Deputy Director, Minnesota Office of Pipeline Safety
Mike Mendiola, Engineer Principal, Minnesota Office of Pipeline Safety

On Wednesday, April 2, 2025 at 2:50 p.m., in person and by videoconference, the Board of Directors meeting was called to order by Vice President, Ward Westphal. Roll call was taken and a quorum was determined to be present. Dean Parker was asked to act as recording secretary.

OPEN SESSION

Chair's Report; Approval of Minutes

Ward Westphal welcomed the Board and guests to the meeting and commenced the meeting in open session. He thanked Kris Anderson and Lumen for providing the facilities for the meeting and the pre-meeting tour of some of the historic facilities.

Upon motion made and duly seconded, meeting minutes for the meeting held on January 8, 2025 and summary meeting minutes for meeting held on March 11, 2025, were approved. The minutes will be placed on the GSOC website.

COO Report:

Update on Implementation of Digital White Lining and Automated Marking Instructions

Kelly Connolly provided an update on the status of changes to the ITIC system in preparation for implementation of digital white lining (DWL) functionality, including improving the software to provide automated marking instructions (AMI) to increase the consistency of tickets.

GSOC has consulted with a working group convened by the MN Common Ground Alliance to establish and consider suggested practices related use of the DWL features to be offered through ITIC, the software used by the notification center for online notifications. The Board discussed recent participant feedback on these updates, and its impact on the suggested practices. Board members provided their feedback and perspective on suggested practices, and provided input on the design and functionality of the AMI protocol. Representatives of OCC also discussed feedback from other States and their “lessons learned” around rolling out similar programs.

The Board also discussed the timeline for rolling out the new systems, and stressed the need for adequate time to test and evaluate the system prior to full implementation. The attendees discussed the plan for providing educational opportunities to the industry on how to use the new DWL features.

Legislative Report and Strategic Planning

Kelly Connolly and Dean Parker presented a brief legislative and government relations report. There are no material items currently of note for GSOC, but the management team is tracking a number of smaller matters that are incidental to GSOC’s damage prevention work. This includes a potential softening of certain telecommunications installer training qualifications implemented last year.

Ms. Connolly also discussed the status of GSOC’s upcoming strategic planning initiatives, and set out a timeline for the work to occur in 2025. These initiatives include efforts around improving public and stakeholder engagement, along with modernization of GSOC’s technology infrastructure and general back-office administration. Further information and working group calendars will be provided after the meeting. A brief overview of the new GSOC website was also provided: the new website is intended to provide a full refresh of resource materials and improve usability for end users. The new website is expected to be online later this year.

Olivia Phillips presented on GSOC’s recent damage prevention meetings and general public relations efforts.

MNOPS Update

Jon Wolfgram gave a brief update on latest developments at the Minnesota Office of Pipeline Safety (MnOPS). Their presentation also included a summary of data concerning damage to underground facilities during Q4 of 2024 and related three-year trends. He noted that mandatory damage reporting requirements have commenced. MnOPS eventually intends to report its analysis of damage data quarterly. Recent enforcement trends were also discussed.

OCC Update

Adam Franco and Tammy Gardner of OCC presented on recent updates to OCC's notification center operations, including its long-term hiring and training plans for continued operation of the notification center at a level that meets GSOC's stated expectations. Much of this planning requires final decisions of the "key performance indicators" to be agreed in the upcoming extension to GSOC's current contract with OCC, as these KPI's will determine OCC's staffing needs.

Additional information was shared with the Board concerning recent trends in ticket volume, and the associated impact on these trends that could be expected from revised KPI's.

CLOSED SESSION SUMMARY

Finance Committee Report

Additional details were shared and discussed concerning the upcoming extension of the OCC contract. Upon motion made and duly seconded, the Board voted to authorize the Finance Committee to finalize such extension, subject to additional modifications discussed in the meeting.

Adjournment

There being no further business coming before the Board, upon motion made and duly seconded, the meeting was adjourned at approximately 5:00 p.m.

Respectfully submitted,

Dean E. Parker
Recording Secretary

Next Meeting Dates:

August 13, 2025

November 12, 2025

January 7, 2026

April __, 2026 [to align with timing of MnOPS Safety Conference]

Shorter interim meetings may be set