



MD & DC SUBSCRIBERS COMMITTEE & BOD MEETING

Board of Directors

Scott Brown (Gas Representative & Chairman)
Brian Sahm (Government Representative & Co-Chair)
Angela Johnson (Communications Representative)
Marc Haines (Electric Representative)
David Wilkins (Water/Sewer Representative)

Kevin Woolbright (DPC Chairman)
Joe Shelton (Contractor Representative)
Juan Vogel (Locating Representative)
Mark Hamrick (DPC Co-Chair)
Susan Sullivan (Secretary)

Minutes of the Committee Meeting January 10, 2023 – Hybrid Meeting
Hosted by Miss Utility Call Center – Hanover
Prepared by Secretary, Susan Sullivan

WELCOME AND INTRODUCTIONS OF ATTENDEES

The meeting was called to order by Chairman Scott Brown at 10:14 am.

Customary attendee introductions were made.

A motion to approve the October 13, 2022, minutes was made by David Wilkins (WSSC) and seconded by Kevin Woolbright (DPC Chair). The motion carried by approval.

ATTENDANCE ROLL CALL

Susan Sullivan (Miss Utility) conducted a roll call of the MD/DC Board of Directors. A quorum was present. In attendance were BOD members: Scott Brown, Brian Sahm, Marc Haines, Angela Johnson, David Wilkins, Kevin Woolbright, Mark Hamrick, Juan Vogel, and Susan Sullivan were present. Attending members participated either in person or remotely. Joe Shelton was unable to attend.

OLD BUSINESS

Ticket Check, Critical Facility Reported by Scott Moore (Colonial Pipeline)

- Scott reviewed the committee member list: David Wilkins, Kevin Woolbright, Angela Johnson, Mark Hamrick, Joe Shelton, Michael Jewell. Marc Haines requested that he be added, and Scott Brown asked that Ryan Reese replace Vladimir Ledesma.
- First meeting to take place at the call center, February 8th at 10:00AM with lunch being served.
- Susan to send out email invitation and confirm room availability.

MD/DC Guidebook Committee Reported by Susan Sullivan (Miss Utility)

A draft copy of the Maryland Damage Prevention Guide to be sent out by Monday, January 16th to all Board Members for review and input. The first round of edits will be due to Susan approximately ten (10) days later with a reminder to have all final edits in by February 3rd.

- MGH will also receive this draft copy to develop scope of work for design and printing purposes.
- It was determined that 4 guides will be made available in hard copy form: A Maryland DP Guide in both English and Spanish and a Washington, D.C. DP Guide in both English and Spanish.
- It was also determined that general information would be provided for first in the guide followed by service territory law.
- MGH will also create scope of work for Spanish translation. This will leave the option open for MGH to create Spanish copy or leave it to WGL for translation.

Scott Brown announced that the Washington, D.C., DP Guide draft be put on hold until more information becomes available from the mayor's office.

2023 OCC User Group Meeting

- September 26-28, 2023 in Albuquerque, New Mexico at the Hotel Albuquerque.
- The 2022 OCC User Group Meeting will be reviewed by Board attendees during April's quarterly meeting using the OCC User Group website at <http://www.occugmeeting.com/> to guide discussion and talking points.

National Conferences: Attendee List

- Global Excavation Safety Conference | February 14-16, 2023 | Tampa, Florida
 - Scott Brown | Kevin Woolbright | David Wilkins | Juan Vogel
- CGA | April 17-20, 2023 | Orlando, Florida
 - Scott Brown | Kevin Woolbright | David Wilkins | Joe Shelton | Juan Vogel

Approved BOD Tenure and By Laws

- An approved copy of the Miss Utility MD/DC Board of Directors And Sub Committee Tenure Log and the MD/DC Subscribers Committee & Board of Directors By-Laws and Structure was made available to all in attendance. This concludes all updates post Covid 19 to rework and update both the tenure log and by laws to date.

NEW BUSINESS

Future Meeting Platform

- Although the virtual option will remain available as necessary, it was agreed upon by those in attendance, that remaining 2023 Subscriber/BOD Quarterly Meetings meet face-to-face.
- The October 12th quarterly meeting to be held in Western Maryland. Susan to secure meeting location at Wisp Resort between 10:30AM – 1:00PM with a 2-hour Damage Prevention Training scheduled to precede the meeting.
- Lunch to be provided during the SUB/BOD meeting.
- Arrangements to include a one-night stay at the resort and dinner out Wednesday, October 11th.

Event Volunteers

To ensure enough event volunteers throughout the year, all Board Members will be included on future outreach/volunteer emails. Anna Trim (MGH) is currently managing Miss Utility's Outreach and volunteer opportunities, details, and confirmations.

Dig Smart Awards Program Criteria

Matt Ruddy gave a high level overview of the vetting process for winner selection of the Dig Smart Awards. Follow-up discussion focused on the importance of this vetting process and the feedback that must come from facility owner members and contract locators as to contractor/excavator activity, behavior, and safe digging practices in the field. Kevin Woolbright, Committee Chair, to host a 2023 kick off Awards Committee Meeting to reconvene all interested parties in order to discuss enhancements to and gain a recommitment of vetting partners to keep this program running at its highest level of enthusiasm and integrity.

Committee Chair Review

An overview of MD/DC Board Committees was reviewed. It was noted that Mark Hamrick's upcoming retirement would leave vacancies in the following committees: Damage Prevention Committee Co-Chair and Awards Committee Co-Chair. Kevin Woolbright, as DPC Chair, stated that anyone interested in the DPC Co-Chair position would need to make a clear commitment to attending both DPC and Subscriber/BOD meetings, volunteerism, damage prevention training and other various committee support. Buy-in from a nominee's company would also be an important vetting requirement. Please contact Kevin directly if interested in applying for or in learning more about these upcoming vacancies.

PUBLIC AWARENESS CAMPAIGNS

MGH 2023 Campaign and Budget Overview

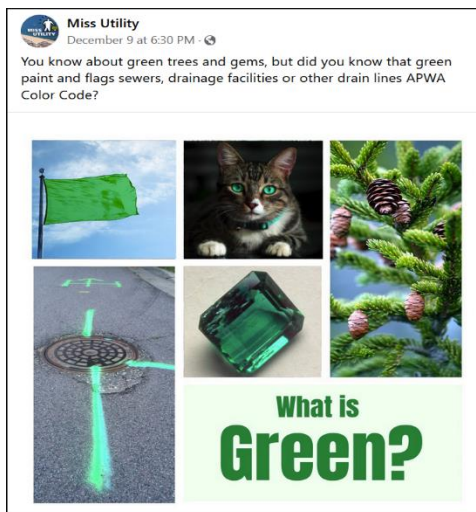
Chris McMurry (MGH) gave a brief overview of 2023 Campaign highlights along with the 2023 proposed budget. A \$30,000 budget reduction was noted. A decrease in the number of sponsored vehicles per the Carvertise campaign and a slight reduction in material production was proposed as a means of absorbing most of the proposed reduction. Additionally, in lieu of Frederick Keys and Aberdeen IronBirds sponsorships, for the second year in a row, it was suggested that a Touch A Truck type event be considered for outreach in the Fredrick area for 2024. A motion to approve the 2023 budget as written was made by David Wilkins (WCCS) and seconded by Angela Johnson (AT&T). The motion carried by approval.

Carvertise Reported by Susan Sullivan, Miss Utility

- Nine wrapped cars currently travel throughout 8 Maryland counties, Baltimore City and Washington D.C.
- The approved 2023 budget may require a reduction in the number of cars currently contracted by Carvertise. Any reduction will be based on current damage reporting.
 - Quantitative Performance Data for the month of December 2022
 - Miles traveled by fleet: 12,853 (4,753 above expectation)
 - Impressions per fleet: 1,876,538 (693,938 above expectation)

Miss Utility Facebook Awareness Reported by Susan Sullivan

Please visit www.facebook.com/missutilityofmd/ for dig safe posts, holiday announcements, call center notices/information and current events. Please like or share posts to show your support for Miss Utility and the dig safe message.



CALL CENTER REPORTS

Updates Reported by Jennifer Arroyo, Miss Utility

Jennifer shared information on iVerify, software created by OCC to analyze the accuracy of every ticket's scope of work in relation to its created polygon. When this information is determined to be inaccurate, an alert is created, and the ticket is reviewed by a call center supervisor. If an inaccuracy is confirmed, an attempt to contact the user is made and when possible, the ticket corrected with user approval. If inaccuracies remain on-going with a direct release user, the user may lose direct release privileges and put back into review. These procedures are intended to increase ticket accuracy and thereby, excavation safety.

Jennifer also stated that testing related to D.C. ticketing changes should begin by end of month. She also confirmed that notification will go out communicating and confirming all ticketing, law changes and updates via a broadcast email notification.

OCC Call Center Volume Report reported by Jennifer Arroyo

- Report unavailable

ITICnxt Reported by Susan Sullivan

- Virtual trainings are held monthly. Training dates and preregistration links can be found on the Miss Utility website under the Calendar Events tab at <https://www.missutility.net/calendar-events/>.
- Upcoming 2:00 PM ITICnxt Trainings: February 2 and March 3
- Percentage of users as of 12/31/2022: 65.39%
- ITICnxt ticket processing resources are available at <http://missutility.tryitic.com/>.
- A high level ITICnxt demonstration was given on the choosing a Self-Select Start Date.
- Contact Susan Sullivan at ssullivan@missutility.net with ITICnxt questions or comments.

Ticket Dashboards

- Ticket volume for the month of December 2022
 - Inbound ticket volume: 63,597 a monthly decrease of 10.882% compared to 2021
 - Outbound volume: 354,601 a year-to-date decrease of 23.282% compared to 2021
- ITIC Percentages for the month of December 2022
 - Professional excavators: 90%
 - Homeowner's ITIC Lite: 43%

Damage Reporting for December 2022

- Transmitted tickets: 431,316
- Reported damages: 63
 - No call or ticket: 17
 - Hit a marked line: 21
 - Line marked wrong: 20
 - Other: 5

The committee reviewed the Schedule of Advertising report and budgetary items.

One Call Concepts, 2022 Creative Team Report 3rd Quarter details were reviewed with a total of 181:19:00 service hours being logged.

MARYLAND AUTHORITY Reported by David Wilkins, Board Member

- 2022 Wrap Up
 - Investigated and reviewed 86 NPV's in 2022
 - Sponsored and passed two pieces of legislation
 - Drafting Error in 12-135, put training back into Title XII
 - Select Start Work Date
 - Renewed CGA Membership
 - Submitted the 11th Annual Report to the Governor and Legislature
 - Created mobile apps for the website, both Android and Apple
 - Contributed \$20,000 to the Miss Utility Radio Campaign
 - Attended and participated in MML & MACo Summer Conferences
 - Gold Sponsor for the Greater Chesapeake Damage Prevention Training Conference

- Sponsor of the Construction Angels/Miss Utility Golf Tournament
- Received \$4,701.00 through a PHMSA State Damage Prevention Grant
- Received a perfect 258 score on our 2021 PHMSA Evaluation
- The Subscriber's 2022 Grant has \$3,400 remaining in it.
- The next meeting will be a Zoom Open and Closed Executive Session on January 11, 2023.
- Future Authority Meetings will now be on the 2nd Wednesday of the month instead of the 1st Wednesday of the month.

COMMITTEE REPORTS

2023 Greater Chesapeake Damage Prevention Training Conference (GCDPTC)

Matt Ruddo, Committee Chairman

- Conference Dates: October 24-27, 2023
- Conference Venue: Ocean City Fontainebleau Resort
- 2023 committee meetings will continue to meet in person, with a virtual option, but will be held independently of the monthly DPC meetings.
- The kickoff 2023 committee meeting is scheduled for January 20th. The second meeting is scheduled for March 9th.

Damage Prevention & Safety; Training, Shows and Presentations

Susan Sullivan, Training Administrator

- Completed DPTs:
 - October 12 – Paradigm Largo
 - November 4 – Virtual DPT
 - November 9 – City of Aberdeen
 - November 10 – PSC
 - November 18 – Virtual DPT in Spanish
- Upcoming Virtual ITICnxt:
 - January 27 – ODPT @ Miss Utility
 - February 1 – ODPT in Charles County
 - February 8 – Flippo
 - February 10 & 24 – P Flanigan
 - February 16 & March 2 – Gray & Son
 - March 1 – MD Society of Surveyors
 - March 7 & 8 – Comer Construction
 - March 17 – Spanish Virtual DPT
 - March 31 – Virtual DPT
 - April 4 & 11 Pepco

MD/DC Awards (Locator Achievement and Dig Smart)

Kevin Woolbright, Chair, to host a 2023 kick off Awards Committee Meeting to reconvene all interested parties to discuss enhancements to and gain a recommitment of vetting partners to keep this program running at its highest level of enthusiasm and integrity. Please contact Susan if interested in participating.

Scholarship Committee Scott Brown, Chair

The 2023 Scholarship campaign is underway with Anna Trim of MGH taking the logistical lead. Applications to be received digitally or by hard copy via USPS. Please visit <https://www.missutility.net/miss-utility-scholarship/> for more information. All applications are due by May 26, 2023.

Construction Angels

Kevin Woolbright, CA Board Representative for MD/DC

Kevin thanked Scott Brown and the MD/DC Board for their financial support of CA in 2023. He also expressed his level of gratitude for new contacts that have shown an interest in both building relationships through and supporting financially, the local chapter of Construction Angels. Kevin was invited to guest speak at multiple engagements in 2022 to educate local stakeholders about the existence and benefits of CA that not only includes immediate support to families of construction workers who have lost their lives while on the jobsite, but also through Scholarship and Vocational Aid Programs. In wrapping up, Kevin officially requested financial support from the MD/DC Board towards 2023's Annual CA Golf Tournament with approval to be considered at the next quarterly meeting. Please visit <http://www.constructionangels.us/> or contact Kevin for more information about CA or volunteering for future events.

OPEN DISCUSSION

No open discussion items.

There being no further business brought before the MD/DC Subscriber Committee and BOD, the meeting adjourned at 1:05 PM.

2023 quarterly hybrid MD/DC Subscriber Committee and Board meetings are planned for:

- April 13 | July 13 | October 12

Meeting Attendees (O: onsite V: virtual)

AT&T	Angela Johnson BOD, Communication Rep	(571) 218-9450	aj1731@att.com	O
Baltimore County	Brian Sahn BOD, Government Rep	(410) 887-1480	bsahn@baltimorecountymd.gov	V
BGE	Marc Haines BOD, Electric Rep	(443) 324-0371	marc.haines@bge.com	O
Colonial Pipeline Co.	Scott Moore Right of Way	(443) 821-1797	smoore@colpipe.com	O
Columbia Gas	David Judy Damage Prevention	(301)707-2389	djudy@nisource.com	V
Construction Angels	Kevin Woolbright DPC Chair Board Member	(301) 806-8745	bright.67@verizon.net	O
MGH	Chris McMurry EVP/COO	(410) 902-5036	cmcmurry@mghus.com	O
MGH	Gaby Lothamer PR & Marketing Senior Account Executive	(410) 902-5025	glothamer@mghus.com	V
One Call Concepts/ Miss Utility	Jennifer Arroyo General Manager		jennifer@occinc.com	O
One Call Concepts/ Miss Utility	Matt Ruddy Director, Client Relations	(410) 782-2025	matt@missutility.net	O
One Call Concepts/ Miss Utility	Susan Sullivan BOD/ DPC Secretary DP Liaison	(410) 782-2030	ssullivan@missutility.net	O

Potomac Edison	Bob Kern Dist Tech II	(301) 790-6322	rkern@firstenergycorp.com	V
Utiliquest	Juan Vogel BOD, Locator Rep	(703) 929-9710	juan.vogel@utiliquest.com	O
Verizon	Mark Hamrick DPC Vice Chairman Board Member	(410) 610-1371	mark.a.hamrick@verizon.com	O
Washington Gas	Scott Brown BOD President, Gas Rep	(703) 750-4388	ssbrown@washgas.com	O
WSSC	David Wilkins BOD, Water/Sewer Rep Customer Advocate	(301) 648-6953	david.wilkins@wsscwater.com	O
WSSC	Satish Patel Section Manager	(301) 206-8559	satish.patel@wsscwater.com	V
WSSC	Lisa Malone	(301) 206-8465	lisa.malone@wsscwater.com	V