

On The Mark Utility Locating Services, Inc. 9/10/2018 Edition 1, Volume 7



Message from the CFO

At OTM we believed that we are ‘blessed to be a blessing’. For the Company and for each employee, we believe that God blesses us so that we can bless others. It was this belief that led us to establish the [OTM Community Support Fund](#). This fund has been established to give back, financially, to the various communities, in which OTM operates. This fund is a pool of money provided from the positive net earnings/cash generation of our business operations.

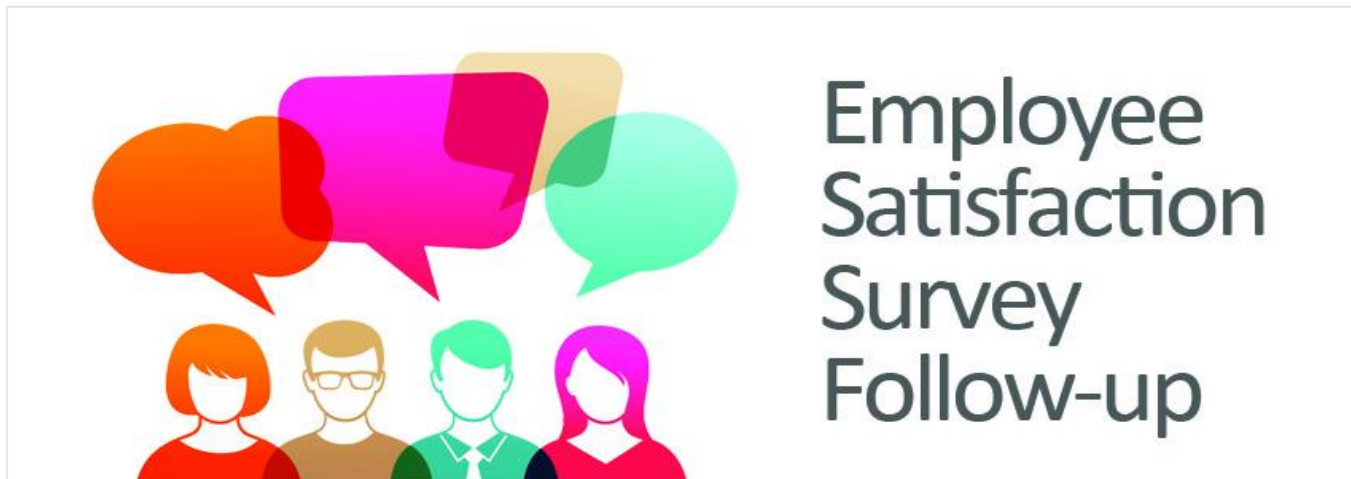
As part of our annual financial planning/budgeting process, and by board approval, we allocate a percentage, up to 10%, of our annual net earnings to go towards this fund to be given back into the communities we operate in for various good causes. Any employee can solicit funds for a 501(c)(3) organization. All that is required is a written request that includes:

- Organization name & formal mailing address
- Vision/mission/key objectives of organization
- Verification of 501(c)(3) status/tax ID #
- Requested funding amount/date funds are needed
- Intended use of funding

This information can be mailed to: OTM Community Support, 1280 Scottsville Rd., Suite 60, Rochester NY 14624. On a first come first served basis, the OTM board will review requests and make decisions on funding. If the company generates earnings/cash and makes an award, donations will generally be distributed in April, July, and November.

Here are some of the organizations we have donated to over the past years:

- [Wilmot Cancer Center](#)
- [Veterans Outreach Center](#)
- [The Dream Factory](#)
- [Christian Outreach International](#)
- [11th Hour Christian Initiatives](#)
- [Cameron Community Ministries](#)



OTM did an employee survey – *Tell Us What You Really Think* - back in March of this year. There were several items you as employees identified as improvement opportunities and well as items we should reinforce.

Pay Rates

Regarding improvement opportunities, approx. 15% of you indicated that we needed to do better on pay rates. While we know we have more room for improvement, we have conducted a competitive benchmarking of our pay rates and made some pay rate increases using this information. For those that are not at least at the median of their local market pay range, our goal is to move them to it. We are constrained by fixed rate program contracts as well as overall financial strength but our intention and goal going forward is to continue this work on an annual basis.

Family Environment

In terms of reinforcing a positive, many of you commented on how much you enjoy the family environment at OTM. Along this line of feedback, we held our first annual picnics for three of our programs: RG&E DPV/OTM office, NFG One-Call, and O&R/ConED DPV. We think these picnics were a huge success and we plan to do them again next year.

More Benefits

Lastly, we have had feedback/input from a number of employees asking if/when OTM would offer a 401K plan for retirement savings. We are pleased to announce that we are working on a plan that may be available this November! Check out the article below that gives more information about this plan.

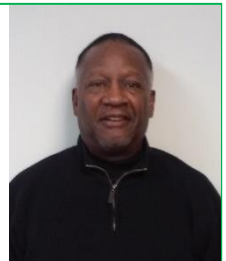
Again, we know there is more to be done but we sincerely appreciate your input and wanted to share some of the things we have been working on based on that input. We plan to do another employee survey towards the beginning of the 4th quarter and we hope you will take the time to bless us with your input and *Tell Us What You Really Think*.



From: Resident at DPV Excavation Location

Date: Wed, Aug 29, 2018 at 12:33 PM

I'd like to commend Leo Rhodes for the high level of support he provided to those involved in connecting my house to the sewer. I was very concerned when I learned that the Town of Pittsford could not locate their sewer lateral stub for my house. This forced the contractor to have to 'dig around' to locate it. My stress level was much alleviated by Mr. Rhodes' presence at the site to support the team and to ensure every precaution was taken to ensure our safety.



Thank you, Mr. Rhodes and OTM!!!



OTM is pleased to announce the establishment of a Company 401K Retirement Plan! At inception, all employees will be automatically enrolled in this plan at a 4% contribution level.

The company will match 25% of the employee's contribution up to 4% of their contribution. So, if an employee puts in 4%, OTM will put in 1%. This is our initial match. Our goal/plan is to increase this as we grow the business and become financially stronger. Employees will have the ability to select a % lower or higher than 4%, or to opt out altogether, if they so choose.

Our plan will initially consist of ten (10) investment options including 6 target date funds, a stable value fund, a fixed income sector fund, a core domestic stock sector fund, and a core international stock sector fund. The average fee of these funds is less than 0.15% which is very

low. Ten funds are not a lot of options, but it is a solid starting portfolio that should meet every employee's risk profile and retirement needs.

Our 401K provider is Canandaigua National Bank & Trust (CNBT) which is our current banking partner. OTM has been working with CNBT since our formation. We have a great business relationship with them and are excited to build upon this relationship with this solution. CNBT will provide both administrative as well as financial advisement services. They have a diverse and experienced local team that will provide education and support to both the company as well as each individual employee.

Employees will be given access to a CNBT website as well as a mobile application to access investment options and their 401K plans to change plan elements like contribution amount, allocations, etc.



This 401K plan is yet another component of the comprehensive employee benefits OTM has been developing over the past few years. It adds to our Excellus Blue Cross and Blue Shield Health Care, Guardian Dental, Unum Life Insurance, Personal/Vacation Pay, Paid Holidays, NYS Short Term Disability, and Vision benefits. Now that we have the key elements of a comprehensive benefits portfolio in place, we will continue to



develop and mature these benefits so that our employee's total compensation which is both pay rate and benefits is market competitive and a blessing to our employees.

The 401K and other benefits will be presented and detailed in the November Benefits Enrollment so stay tuned as there is more information to come...



Damage Prevention Programs

By Lisa O'Neal, OTM Operations Manager



As we are approaching the last quarter of the year, it is good time to reflect on all that has been accomplished through the first eight months:

- All the DPV Programs have managed their areas and ticket volumes extremely well through the peak part of the season. Everyone has done a great job working together within their program teams to make sure areas are covered during scheduled vacations, call-ins, cross-training and through the transition of making sure each program is fully staffed with drivers.
- Thanks to all of you for your help covering various areas on short notice. We appreciate it.
- Congratulations to **Twana White** (DPV-O&R Team Lead) who was asked to be on the DSNY (Hudson Valley) Council Committee.
- The ConEd DPV Program is progressing nicely and has been up and running for just a little over a year now. ConEd has asked us to expand our coverage area from all of Westchester County to now include the Bronx and Queens areas. Coverage in the Queens area will start up shortly. We have added three more Drivers to the program which brings us up to a total of six (6) Drivers.
- Thanks to Will Clarke (ConEd Field Supervisor) & John Yiehl (DSNY Rep.) for hosting an educational training session with all the Drivers in August. Reviewing Code Rule 753, things to look for when on an excavation site, questions to ask etc. All the Drivers that attended found it to be very beneficial.
- All program weekly meetings continue to be very beneficial and much more informative. Thanks to all of you for your participation.

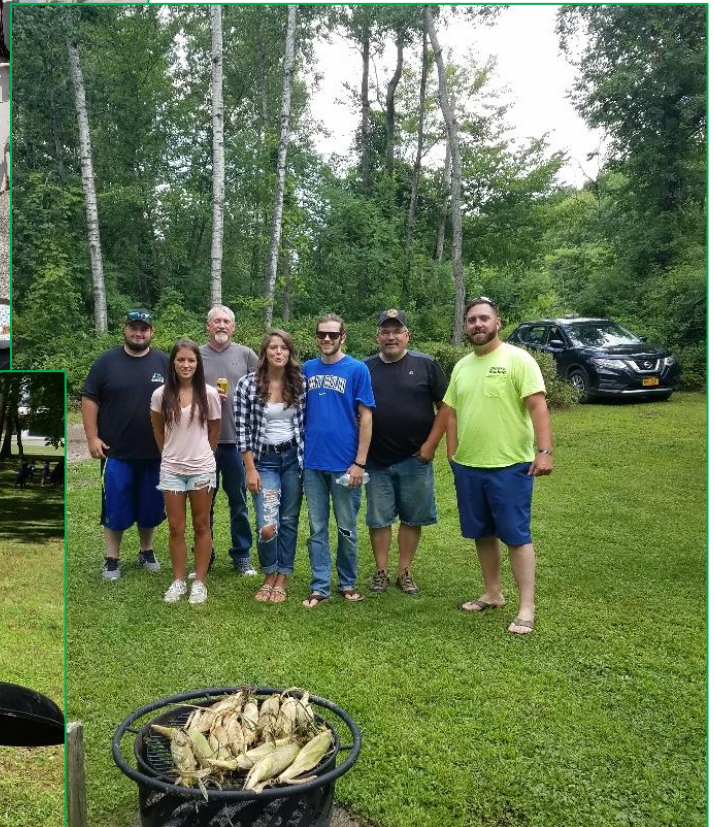
All Programs currently are below their Damage Ratio Goals which is excellent!

<p><u>DPV-RGE:</u> 2018 Damage Ratio Goal is <1.71 Damage Ratio YTD = 1.25 Total Damages YTD = 62 Total # of Stakeouts YTD = 49,761</p>	<p><u>DPV-O&R:</u> 2018 DAMAGE Ratio Goal is <2.25 Damage Ratio YTD = 2.09 Total Damages YTD = 48 Total # of Stake = 23,000</p>	<p><u>DPV-ConEd:</u> 2018 DAMAGE RATIO Goal is <1.23 Damage Ratio YTD = 0.60 Total Damages YTD = 14 Total # of Stake = 14,908</p>
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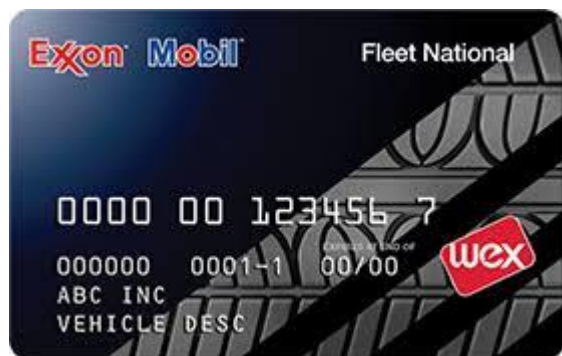
Summer Picnics

Bacon cheeseburgers, Jerk Chicken, Hot dogs, ... Oh yeah! As we move through the summer (which is officially over on September 22), let's take a glimpse back at our first set of company picnics – DPV RG&E, NFG, and ConEd/O&R DPV

Everyone had a good time... good food, friendships, good conversation and good fellowship. God is good! Take a few minutes and visit our website to check out some of the [pics from these various picnics](#).



NEW Gas Cards



Did you know that OTM has grown to having 34 vehicles in our growing vehicle fleet and our projected 2018 fuel cost will exceed \$125,000. In an effort to manage and minimize our fuel use and the associated costs, we are changing from the general WEX gas cards to the **WEX/Exxon Mobil** gas cards. The way these cards work is that we save up to 5¢ on every gallon of fuel purchased at Exxon or Mobil branded stations. On an annual basis this card change can save OTM thousands of dollars.

These new cards are no substitute for taking the time to find the lowest priced gas before you fuel up. As many of you know, you can use apps like Gas Buddy to find the lowest priced gas in your area. Also, you can help the company to minimize our fuel costs by doing the following 3 things:

1. Slow Down and Drive Steady

Driving fast may be fun, but can be dangerous and it also increases drag, which increases fuel consumption. Driving just below the speed limit and driving smoothly (not accelerating quickly) uses gas more efficiently, so you may have to fill up a lot less often.

2. Monitor When and How You Brake

Braking excessively wastes gas and causes your brake pads to wear out quickly. Maintain a safe distance between yourself and the car in front of you when you're in heavy traffic – that way, you won't need to brake as often as if you were tailgating.

Also, by keeping a bit more distance between you and the car ahead, you can begin braking earlier, especially when approaching a traffic light. By not having to slam on the brakes at the last minute, you'll improve the efficiency of your car and save gas.

3. Turn Off the Engine

If you're locating a utility or inspecting a job site, turn off the engine. Idling is a major waste of gasoline and contributes massive amounts of pollutants to the atmosphere.

EMPLOYEE CORNER

4 Quarter Birthdays!

HAPPY BIRTHDAY



Gary Dunham
Owner



Norman Johnson
DPV-RG&E



John Manicchio
DPV-O&R



Robert Milks
BSA Locator



Marquis Parker
DPV-O&R



Daniel Sadowski
DPV-RG&E



Julie Varela
Office Admin



Michelle Bryant
Finance

Deidre Zeitvogel
Operations/Dispatch



November 5th – OPEN ENROLLMENT

Open Enrollment will be done online this year! However, we will be having an open enrollment meeting so that you can come/call in and get a better understanding of what benefits we have to offer. At that time, we can answer any of your questions. Please keep an eye out because you will be receiving an e-mail to begin your benefits enrollment. For any questions, please feel free to contact Julie Varela at 585-319-9200 or jvarela@otmlocating.com

EMPLOYEE CORNER

Happy Anniversary!

Congratulations to the following employees on their work anniversary!

1 Year



Christopher Montgomery
DPV - O&R



Daniel Sadowski
DPV - RG&E



Doug Ashbery
Locating Manager

2 Year

meet our
NEW HIRES

Join us in welcoming our new team members!
(3rd & 4th Quarter)

Juan Jurado-Colon
DPV-ConEd



Elias Maldonado
DPV - RG&E



Karen VanWolde
DPV - O&R



EMPLOYEE REFERRAL BONUS PROGRAM

OTM is always looking for great people, and you can help. If you know someone who you think would be a great addition to our organization and they meet the qualifications for an existing job opening, it will be worth \$250.00 if you refer them for employment and they are hired.



CONGRATULATIONS MICHELLE !



Michelle recently received an Employee Referral Bonus for recommending someone to the program. Thank you for the referral Michelle!

CURRENT JOB OPENINGS

Damage Prevention Vehicle Driver – Rochester (PT Positions available)

Utility Locating Technician – New York City Area (FT Position available)

If you know of someone needing a job and you think they would be a good fit refer them to the OTM website under the careers page so that they can submit an application. You never know you may get a referral bonus out of it!



Research has shown that hires who come into organizations through employee referrals are excellent contributors, stay with longer and are more cost effective to recruit.

The referral bonus program has very few rules. Please refer to our Employee Referral Bonus Program for more information.