

SLAYTON TRAILBLAZERS NEWS

3RD QUARTER
VOLUME 1, ISSUE 2

AUGUST 25, 2017

Minnesota Division

BOARD OF DIRECTORS

In July the board of directors and management held our annual business strategy and planning meeting. Starting in July management personnel are participating in the professional development program “Find the Lost Dollars”.

- This program will help us improve the way we manage employees, projects, processes, and technology.
- I am currently working in the fourth module of the training and I believe it will help us to see new and better ways to increase profitability and maximize the use of our people.
- Throughout the training we will set goals, track and measure progress.

Healthcare costs continue to be the biggest expense we have as a company besides payroll, Total \$1,483,501 for 2016. Our options are limited and we don't take the need to have health insurance options for our employees lightly, or the impact the costs have to our company. We are in the process of looking at several strategies. We are seeking bids from Aetna, Blue Cross and Blue Shield of MO, and the ACEC Trust with United Health Care.

The remainder of the meetings we heard from CCG consultant, Hillary Mortimer, on working to implement and streamline the processes in Vision/Atlas:

- Planning Info Center: Resource Management
- Project Data Lifecycle: Opportunity-Plan-Project
- Contract Management: Tracking of all contracts

- Time Tracking – Time is Money

- Labor Codes: GL and Project Reporting. Training on Labor Codes

- Labor Cross Charge

- Labor Cross Charge is the internal process of moving labor cost and revenue from the project's organization to the employee's organization; so that when employees work for other organizations, BOTH organizations receive the correct revenue.

- As of May 2017 Unit Based Projects are NOT run through Labor Cross Charge as billing is not done based on hours.

- Overhead Allocation

- Overhead Allocation is a project report ratio calculated year-to-date on cost plus overhead to see accurate profitability by project.

- Business Development shared updates for the first half of the year. We are gaining new customers and projects throughout the company with this effort.

OneFinley Core Team—Completed Action Items

- Offices Info Center: Info available to all employees
- Security Roles
- Time Sheet Groups by Organization
- Contractor's Info has been entered into Vision/Atlas: Info available to all employees



Ben conducting Board

You can't build a REPUTATION on
what you are going to do.

—Henry Ford

SLAYTON TRAILBLAZERS NEWS**OPERATIONS ADVISORY GROUP (OAG)**

- Project Planning: Training documents are being finalized
- Auto-numbering Project Number
- OH-ODOMETER: Testing has been completed
- Labor Codes: Testing has been completed
- Rate Sheet/ Recommendation
- FNN Safety Testing: 80% Companywide complete
- Finley Drug Screen Policy: Preliminary Policy
- Qualified Contractors in Vision/Atlas: To Be Completed shortly
- Contracts to Contractor & Client to Finley Contracts
- Opportunity Document Storage Group
- Security/ FNN/ Smart App
- Wireless Training

When you ask for some field pictures, this is what you get "A Picture of a Field. It is a very nice field.



Dan observing the project in Nobles County. According to Steve this is tree trimming in SW Minnesota

Be productive, not busy.

Your **Success** in life isn' t based on your ability to **change**. It is based on your ability to **change faster** than your **competition, customers and business.**

—Mark Sanborn



MINNESOTA-SLAYTON GROUP

3RD QUARTER

New Projects for Minnesota Group:

- Pope County, Minnesota Broadband Study
- Davis, California Broadband Study
- SW Regional Development Broadband Study – this involves the counties of Murray, Pipestone, Lincoln, Lyon, Chippewa and Yellow Medicine in Minnesota
- Ottertail County, MN
- Muscatine, Iowa Construction Inspection Services

Ben met with CenturyLink in July. We have submitted pricing and should have additional CAF II Projects to stake this fall and Line Extension work in the Dakotas, Iowa and Nebraska.

We are starting the route review and research for Clearfield, SD for Golden West which is approximately 200 miles of staking and R/W work.

We have several Minnesota Boarder to Border grant applications under way for New Ulm-5, Woodstock-3, Hanson-1, Sjoberg's-1 and Wikstrom-1.

The Minnesota Group is also working with the other offices on sharing drafting resources; so we can make better use of drafting personnel. If we have personnel available we can work on projects for other offices and keep our drafting personnel productive.

Rae sends out our weekly project update list (BU Communications). This is reviewed every Monday by our supervisors to keep up with the requirements of the projects. This is also a good reference for your project job numbers. They are listed at the heading of the project.

Closing by Ben

First Action Item I have set a goal for the Minnesota-Slayton Group to accomplish Daily Time Sheet Entry. We are doing pretty well as group but we have a few people that are still waiting till the end of the week to enter their time. I am guilty of not doing daily time entry as well. I look at it this way. If you are working on the same project number, it should be very easy to enter your time on a daily basis. If you are working on multiple projects during the week, it is easier to remember what you worked on the day it was worked. I know there are instances when you don't have access to internet but the goal is to enter our time daily; so we don't forget and end up improperly reporting time or worse forgetting to report hours worked on a project. This is how we get paid by our customers and how we pay you. If we don't do a good job of reporting time, it impacts the bottom line of the company and YOUR paycheck.

Second Action Item is training on OH-Odometer and Labor Codes. OH-Odometer will make entering miles and ending odometer for the week easier. The Labor Codes Training will be very important. This training should not take long but everyone will have to take it.

Third Action Item is to schedule your wellness screening with your doctor or let Rae know if you will be completing the screening on November 20 at the Slayton Office.

We have several projects in construction at this time and it looks to be busy into fall. Please remember to be safe in all that you do. Communicate regularly with your supervisor to keep us informed. You are the face of our company to our customers, your actions and professionalism are reasons our customers use our services.

Minnesota Division

1981 Engebretson | Slayton, MN 56172
507.777.2000 | 507.777.2200 fax