

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College Wilsonville Training Center – Room 210, 29353 SW Town Center - Loop E,
Wilsonville OR, 97070, February 13, 2019

Board members in attendance as follows: X = present O = absent P = phone participant

X	Nathan Rivera Municipal Electric	P	Chris Grissom Natural Gas Distribution	X	Micah Brown NULCA	X	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	O	Nathan Taylor Excavators	X	Geneece MacKay Regulated Electric	X	Fred Corona Interstate Natural Gas Pipeline
O	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Scott Clement Cities Population >25K	O	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Ryan Sandhu Special Districts	O	John Norrena Public Utility Districts	X	Scott Gallegos OUCC	O	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Others in attendance were: Greg Snyder – OCC, Kitty Davis – OUNC Administrative and Outreach Coordinator, John Eckis – Stayton Cooperative Telephone Company, Dawn Hickson – Clackamas County / OUCC, Jason Carman – EWEB, Mark Maguire – EWEB, Connor Toney – Lovett Services, Kyle Sutton – Loy Clark.

Introductions: Scott Gallegos welcomed everyone to the meeting and introductions were completed.

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the January 2019 meeting minutes as presented. Geneece MacKay seconded the motion. **Vote record 2-13-19-01.**

Open Testimony: Jason Carman and Mark Maguire with Eugene Water and Electric Board (EWEB) discussed their 3 year project for water meter replacement. They had questions on when they would need to call in for locates, when cleaning out an existing facility, when replacing with same size unit, if replacing with larger unit. Micah Brown will take this issue back to the OAR Committee for discussion. For now they will call in anything other than a clean out of an existing facility which is considered maintenance.

OUNC Operations Report: Greg Snyder reported that OCC is still looking into the creation of the interactive calendar that can be used to show when marks should be completed based on the date the locate ticket was placed. Greg will keep the Board up to date on any progress.

At the last Board Meeting the Board approved changing the Header Code of 48 Hour Notice to 2 Full Business Days. Since this change will require OCC to test with all members to verify they can receive the new Header Code, the Board considered having the 3 new questions being added to the ticket intake form go out to all members. Greg was asked to check if this change would cause any delays to getting the 3 new questions added to the ticket. Greg reported that making this change will not delay completion of the project. He also showed the Board where the 3 new questions would look on the email or fax that is send back to the excavator after placing a locate ticket.

Greg reported that he checked with the OCC Billing Office regarding the past due amount that showed up on the previous Invoice report for Frontier Communications, Billing advised that Frontier has been making their payments every 3 months and this should be paid soon. The past due amount has been paid and is not on the current Invoice Report.

All Board Members had previously been emailed copies of the January 2019 operations reports. Greg Snyder went over the highlights the month. The incoming ticket total for January was 27,113 which is up 9.65% over January 2018. The ITIC percentage for January was 67.97% compared to 65.42% in January 2018. The incoming ITIC Mobile total for January was 261, up from 218 in 2018. The Average Speed of Answer (ASA) was 24 seconds for January 2019.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for January 2019.

Treasurer Report: Joyce Nelsen: No report

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos. No report

Vice Chair Report: Micah Brown – Micah reported that he attended the Central Oregon COSHA meeting in Bend. He got to talk with a lot of people and came away wanting to increase efforts to promote voluntary positive response.

Treasurer Report: Joyce Nelsen – No report

Secretary Report: Ryan Sandhu – No report.

PUC Representative Report: Lori Koho – Lori reported on proposed protection methods for pipelines such as requiring self-sealing capabilities. She also noted that PHJMSA is investigating the explosion in San Francisco.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: No report

Contracts Committee: Shannon Potter: No report.

Damage Reporting/Dirt: Lori Koho: No report

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah reported that the committee will have a meeting in April.

Scott Clement noted that he has been getting questions on rule 952-001-0090 (9) on page 32 of the new Standards Manual. This is regarding the requirement to re-notify the OUNC call center if excavation has not started within 10 days of the initial excavation notification. After discussion it was determined that an excavator would be required to re-notify the OUNC call center in such cases. Scott was also getting questions on rule 952-001-0090 (3)(c) on page 31 of the Standards Manual. This is the same issue that came up at last months meeting regarding the tolerance zone when excavators are digging above facilities. Discussion followed. Micah will bring up this topic at the next OAR Committee meeting.

After the OAR conclusion of the OAR Committee report and a 15 minute break, Scott Gallegos brought up that although the Board had discussion on changing the implementation of how the 3 new ticket intake questions will function, the original vote the Board passed was to have the only those members that specifically asked to receive the 3 new fields would get the individual fields. All other members would get the information in the Remarks field. Scott Clement made a motion to amend the previous vote to create the 3 new questions as permanent fields that will be sent to all members on all tickets unless a member specifically opts out of receiving the information. Geneece MacKay seconded the motion. **Vote record 2-13-19-02**. The Header Code change from 48 Hour Notice to 2 Full Business days and the addition of the 3 new questions to be send out to all members on all tickets will be tested with all members once the creation of the 3 new fields project has been completed by the OCC Systems Division.

Policy & Procedures Committee: Johnny Sapp – No report

Publicity Committee: Fred Corona: Fred just noticed that the January Minutes, approved earlier in this meeting, had the wrong amount listed for the cost to participate in the Starlight Parade. It should have been \$15,500 but was listed as \$15,000. Fred Corona moved to amend the previous vote to approve the minutes with this one correction being made. Nate Rivera seconded the motion. **Vote record 2-13-19-03**

Fred reported that they have received the contract package for the Starlight Parade.

The committee had a meeting in January

Lamar Advertising approached the committee with some options of billboard advertising. The committee selected two sites. The first for March/April at I-5 exit for Highway 58 near Eugene and the second for April at I-5 exit 129 near Roseburg. The committee approved the \$3,872 cost.

The committee is working with Alpha Media on a radio campaign like the one that ran last year. Fred Corona made a motion to approve spending \$12,250 on these radio campaigns in the March-May and August-September time frames. Scott Clement seconded the motion. **Vote record 2-13-19-04**

Fred reported that they have a \$10,000 contract with the Hillsboro Hops Baseball team. OCC is contributing \$5,000, which leaves \$5,000 for the OUNC Board. There are 3 assigned days, still to be chosen, for the OUNC to be onsite. Northwest Natural will be partnering with the OUNC for these safety days.

The committee is moving forward with the RFP for promotional items for the store.

Scott Clement has volunteered to fill in for Fred Corona as Committee Chair while Fred is away on a prolonged out of town job assignment.

Fred will look into other options for baseball team sponsorships, such as the Gresham Greywolves or the Portland Pickles.

There have been some issues where the store website shows over 7,000 new stands manuals available but customers are being notified they are out of stock. This will be looked into.

Enforcement: Micah Brown: Micah reached out to Lori Koho with the PUC and the recommendation is for the OUNC to stay with the current enforcement procedures. Micah would like to be able to get the data on enforcement and put on a spreadsheet for review at the Board Meetings.

Training and Education Committee: Mitch Burghelea: Mitch reported that the Locator Training scheduled for this week was canceled due to concerns with the weather and safe travel to the training location. It has been rescheduled for October 1-2 2019. The next training class is in April and registration will begin in March. Someone from OCC will be added to the class to go over ITIC and other services that the call center can provide.

The first Excavation Safety Training Class will be held on May 8, 2019. There will be a morning and evening class and open registration will start in March.

Mitch advised the Board that the committee has included a cap of \$1,500 on travel expenses and this is now in the contract for the trainer, Clint Kalfell. Nate Rivera made a motion to accept Clint Kalfells contract as corrected. Micah Brown seconded the motion. **Vote record 2-13-19-05.**

After the last OUNC Meeting Jessica Malmstedt with Williams advised Scott Gallegos that Williams would be proceeding with plans to hold their own Safety Summit in March 2020. The OUNC will entertain purchasing a booth or other requested assistance for the event.

Mitch will continue with a project to create a small pocket sized tri-fold to give out to excavators and others. It will also be discussed at the next committee meeting.

Scott Gallegos gave an update on the online Excavator Training Program that was developed by several facility owners and presented to the OUNC as a gift earlier this year. The production crew was given some information for updates and Scott hopes to hear back from them in March.

Membership: Lori Koho: Lori reported that there are still 4 pending applications at the Governors office but she has not seen any movement on them.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the next meeting would be held in March

Executive Coordinator Committee: Ryan Sandhu: Ryan reported that there are 2 items to go over today, the tariff and the RFP for the Executive Director position. Ryan handed out a draft of a Professional Services Document outlining the overall schedule for the Executive Director timeline.

Regarding the tariff, the committee suggests staying with the 15 cent per ticket increase. There was discussion on the Executive Director position and the existing Administrative and Outreach Coordinator position and if these two positions would be intertwined or separate. Does the Board want to budget for 2 employees or for 1 employee and they provide support staff. After discussion it was decided that the committee would keep moving forward with the current proposal of 2 positions. This may be revisited as the process continues.

Ryan noted that if the Board is ready, the call center can send out a free format message with the tariff letter to all members. There was a lot of discussion, including the subjects of the \$500 exemption limit, the need to get the message out to all members to encourage comments and feedback, the need to update the OUNC website to allow for those comments and feedback and the desire for the committee to meet again prior to the March Board meeting to go over the comments. After the discussion it was again suggested to have the call center send out a free format message with the letter to all members. Ryan Sandhu moved to send out the tariff letter via a free format message from the call center as amended, once the Board Chair, Scott Gallegos, signed the letter. Micah Brown seconded the motion. **Vote record 2-13-19-06.**

Ryan will have the DOJ review the RFP for the Executive Director for comments.

Ryan will also update the draft of the Professional Services Document for inclusion in the minutes. (See ATTACHMENT 1).

National Industry News: NULCA, CGA, Open Discussion: The CGA Conference will be held in March in Tampa Florida. The OUNC Board will sponsor Scott Gallegos and Nate Rivera to attend the conference.

Old business: None

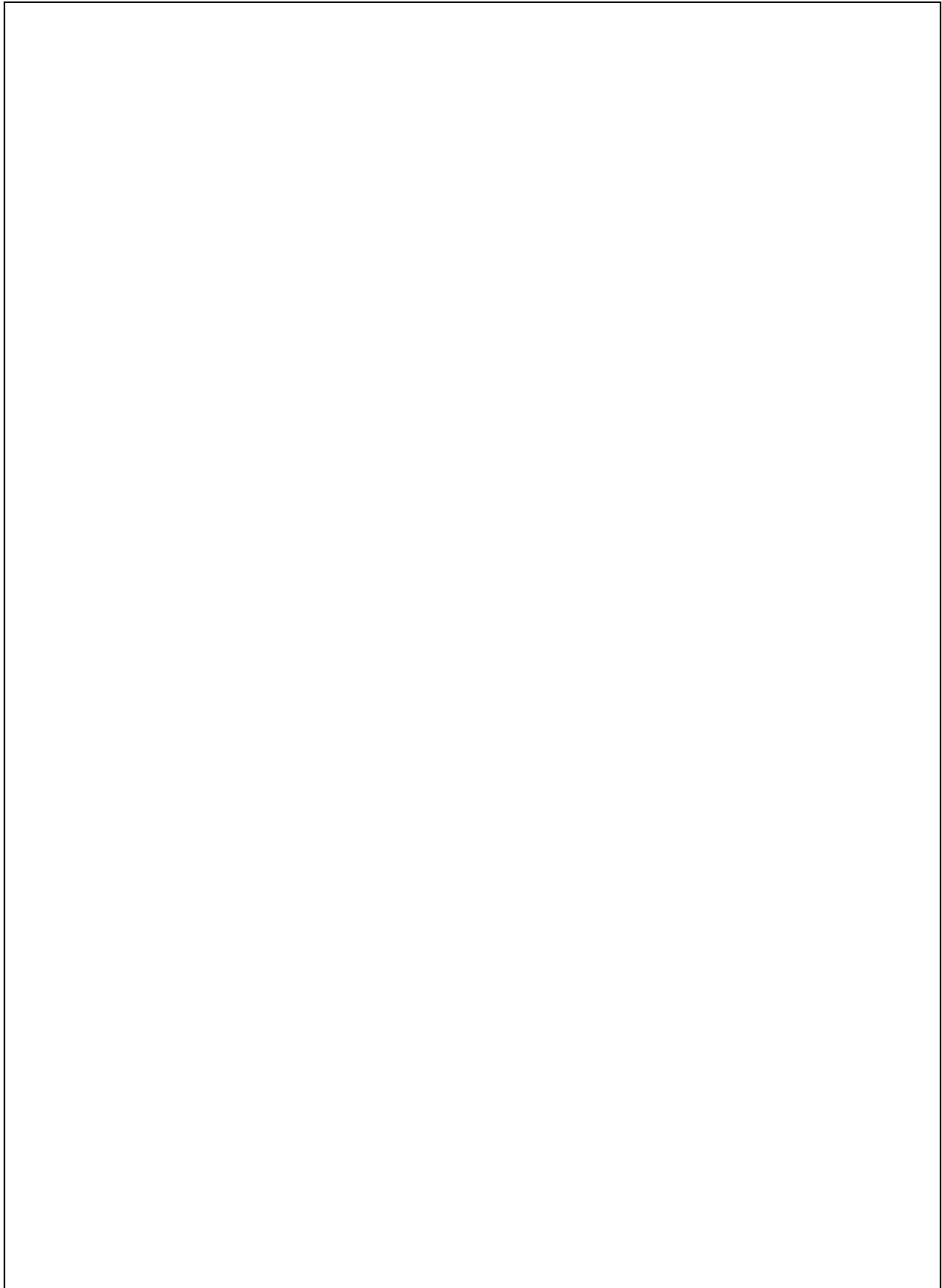
New Business: None

Good of the Order: Kitty Davis reported that the NW College of Construction is having a career day on April 19 and requested a sponsorship of \$500 from the OUNC. Kitty is also discussing the possibility of holding one of the Excavator Training Classes at their facility. Nate Rivera made a motion to provide the \$500 sponsorship to the NW College of Construction. Micah Brown seconded the motion. **Vote record 2-13-19-07.**

Micah Brown would like to have the list of those serving on committees updated on the OUNC website. Kitty Davis will send out a current list of committees with the members and the Chair. All Board Members, please update and return the lists.

Nate Rivera made a motion to adjourn the meeting. Mitch Burghlea seconded the motion. **Vote record 2-13-19-08.**

Meeting Adjourned.



**Voting Record
Motion 2-13-19-01**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 7

**Voting Record
Motion 2-13-19-02**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 2-13-19-03**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 2-13-19-04**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 2-13-19-05**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 7

**Voting Record
Motion 2-13-19-06**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 7

**Voting Record
Motion 2-13-19-07**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 7

**Voting Record
Motion 2-13-19-08**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
N P	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 7

ATTACHMENT 1

OREGON UTILITY NOTIFICATION CENTER (OUNC) PROFESSIONAL SERVICES

OVERALL SCHEDULE

Validate Need: June 2018 - DONE
OUNC Board

Identify Selection Committee: September 2018
Select a three or four (3 or 4) person committee.

Review/Update RFP: January-February 2019
Selection Committee

Board Review RFP February 13, 2019

Selection Committee Chairperson

- Send RFP to DOJ for review: February 14, 2019
- Post RFP Receive Applications and Notify Applicants: March 8, 2019
- Receive and respond to RFP questions: March 8-25, 2019
- RFP closes: March 25, 2019
- Send all applications to committee members for review: March 26, 2019

Selection Committee Review & Evaluate Applications: April 2, 2019

- Identify up to four (4) contractors for full board discussion.

Full Board:

- Review Selection Committee submitted contractors: April 10, 2019
- Approve presentation topics and and decision matrix: April 10, 2019
- Confirm up to four (4) contractors for in person presentation to full Board: April 10, 2019

Selection Committee Chairperson:

- Schedule in person presentations at May Board meeting: April 11, 2019

Full Board Presentation: May 8, 2019

OUNC Board: May 8, 2019

- Determine top rated contractor.

Finalize Contract with top rated contractor. May 2019
Selection Committee Chairperson

Contract Start Date: June 2019

draft