

**FINAL Meeting Minutes**  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**

Meeting Minutes, Clackamas Community College Wilsonville Training Center – Room 111/112 28353 SW Town Center –  
 Loop E, Wilsonville, OR 97070 July 10, 2019

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

<b>X</b>	<b>Scott Gallegos</b> OUCC	<b>X</b>	<b>Micah Brown</b> NULCA	<b>X</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>O</b>	<b>Ryan Sandhu</b> Special Districts
<b>O</b>	<b>Nathan Rivera</b> Municipal Electric	<b>X</b>	<b>Don Moore</b> Natural Gas Distribution	<b>X</b>	<b>Genece MacKay</b> Regulated Electric	<b>O</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>X</b>	<b>Tim Smith</b> Cities Population <25K	<b>X</b>	<b>Scott Clement</b> Cities Population >25K	<b>X</b>	<b>Johnny Sapp</b> ODOT	<b>X</b>	<b>Mitch Burghlea</b> Cable TV
<b>O</b>	<b>Phil Boyle</b> OPUC	<b>X</b>	<b>John Eckis</b> Telecom Cooperatives	<b>O</b>	<b>Joanna Valencia</b> Counties		
			<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
	<b>Open</b> Railroads		<b>Open</b> Contractors		<b>Open</b> Excavators		Open Telecom >50K Access Lines

Others in attendance were: Greg Snyder – OCC, Frank Planton – OCC, Kitty Davis – OUNC Administrative and Outreach Coordinator, Kevin Hennessy – OPUC, Connor Toney – Lovett Services, Mike Hieb – Portland General Electric, Jim Brenneke – Portland General Electric.

**Introductions:** Scott Gallegos welcomed everyone to the meeting and introductions were completed. Scott also welcomed Don Moore to the OUNC Board. Don is replacing Chris Grissom who stepped down as the Natural Gas Distribution representative.

**Safety Moment** – Scott Gallegos will have Kitty Davis add this new topic into all future agenda. This will be a time to provide a short safety message.

Scott Gallegos noted that it is necessary to remember that the work being done is important and provided examples of past incidents associated with NW Natural.

**Adopt Previous Board Meeting Minutes:** Joyce Nelsen moved to accept the June 2019 meeting minutes as corrected. Mitch Burghlea seconded the motion. [Vote record 7-10-19-01](#).

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**Open Testimony: None**

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**OUNC Operations Report:** Greg Snyder reported that the call center has started contacting and testing with all members on the three new questions to be added onto the ticket and for the change to the 2 Full Business Day Header Code.

Greg Snyder showed the OUNC Board a mock up of the graphics for the interactive dig date calendar to be placed on the scroll bar at the top of the home page on the OUNC website. The mock up includes the changes the Board requested at last months meeting. The Board okayed the changes. Greg will have the OCC Creative Team continue working on these changes.

Greg Snyder advised the Board that the OCC Users Group Meeting will take place September 24-26 in Portland. If anyone has a suggestion on topics for discussion at the conference to please contact Greg.

Greg reported that Scott Gallegos signed, and the call center sent, a letter to Mapleton Water District (district code MWD01) advising that after reviewing all tickets the water district received in 2018 it was decided to remove the charge of \$67.32.

Greg noted that at the last Board Meeting he had been asked to get information on the number of hits to the Oregon App and information on limits on the size (length) of locates allowed from the GM's of the other OCC states and he is still waiting for the information to come in.

Greg is also working on reports showing any decrease in the total number of locate tickets going out to CenturyLink since they went from approximately 65 district codes down to two district codes. Greg will forward the information on to Scott Gallegos and Micah Brown as soon as it's available.

All Board Members had previously been emailed copies of the June 2019 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for June was 29,106 which is down 2.24% from June 2018. The ITIC percentage for June was 59.99%, which was also 59.99% in June 2018. The incoming ITIC Mobile total for June was 448, up from 307 in 2018. The Average Speed of Answer (ASA) was 35 seconds for June 2019.

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

**Treasurer Report:** Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for June 2019. Scott Clement moved to accept the treasurers' report as presented. Johnny Sapp seconded the motion. [Vote record 7-10-19-02](#)

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**Board of Directors Officer's Reports:**

**Chair's Report:** Scott Gallegos. Scott wanted to thank all of those that have volunteered to chair committees.

**Vice Chair Report:** Micah Brown – No report

**Treasurer Report:** Joyce Nelsen – No report

**Secretary Report:** Ryan Sandhu – No report.

**PUC Representative Report:** Phil Boyle – No report

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**Committee Reports:**

**Budget and Audit Committee:** Joyce Nelsen: Joyce reported that they usually start the budget process in September.

Joyce noted that she needs a copy of the audit review given to the Governors office.

Joyce has noticed that some of the documents being posted on the OUNC website, under the OUNC Board Members only area, are in a .doc format which can be altered and suggests all files be stored as a pdf.

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**Contracts Committee:** Nate Rivera: No report

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**Damage Reporting/Dirt:** Don Moore -No report. Don Moore has volunteered to chair this committee

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown: Micah reported that he is trying to get a committee meeting scheduled.

Micah has discussed correcting rule 952-001-0020 with Diane Davis with the PUC. Diane will check further and get back to Micah, but the correction may not need to be publicly noticed.

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**Policy & Procedures Committee:** Johnny Sapp. Johnny reported that the committee met this morning before the Board Meeting. The next committee meeting is tentatively scheduled for July 24<sup>th</sup> at 9am.

The committee is in the process of updating the bylaws, which is a separate document from the Policy and Procedures.

**Publicity Committee:** Scott Clement – Interim Chair. Scott has three items to update.

First – The OUNC awarded the contract for promotional items to Dormers. The current contract with Pacific Marketing will end on 8/16/19.

Second - Sunday 7/14/19 will be Safety Day at the Hillsboro Hops Baseball game. The OUNC is partnering with NW Natural on this event. Also, let Scott know if anyone is interested in throwing out the first pitch.

Third – The committee is working on getting a 30 second ad spot for 8/11/19.

**Enforcement:** Micah Brown: Micah was made aware of an issue in Polk County regarding the installation of new fiber lines for Charter. Apparently there have been quite a few duplicate tickets causing multiple mark outs for the same locations. Homeowners are getting upset about all of the paint on their properties

Micah reported that the Board and the PUC are still working on getting a process in place that includes the stakeholders. He will try to schedule a publicly noticed meeting, possibly in August, to discuss the process with the PUC.

Kevin Hennessy with the PUC noted that per discussions with OSHA, the partnership between the PUC and OSHA seems to be working out well.

**Training and Education Committee:** Mitch Burghlea: Mitch provided examples of both the small pocket size and the larger full size tri fold brochures. Mitch would like to get displays into stores that rent out equipment. These could be a display with an online ordering system for brochure refills with bundles of 50 – 100 brochures.

Kitty Davis noted that the Lane UCC has agreements with approximately 30 rental stores in their area.

The latest Locate Training Class is full and training is going on today. The current Locate Trainer's contract expires this year and Mitch will discuss options at the next committee meeting.

The next Excavator Training Class with Clint Kalfell will be on November 19, 2019.

Scott Gallegos noted that the online Excavator Training is now up and running. A free format message was sent out from the call center to UCC Zones 4 & 5 Counties this week with more Zones soon to be notified.

Discussion followed on the possible certification of excavators.

**Membership:** Scott Gallegos noted that Connor Toney has applied for the vacant Contractor position.

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**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos. Met last month.

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**Executive Coordinator Committee:** Ryan Sandhu: Ryan was not able to attend so Scott Gallegos advised that the committee has opted to go the route of hiring an employee rather than a contract employee. The process is still moving forward with the goal to have someone in place by the end of 2019.

Anyone with comments, feedback, questions, etc. please contact Ryan Sandhu.

The next committee meeting will be July 10, 2019 at 10am.

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**National Industry News: NULCA, CGA, Open Discussion: None**

**Old business:** Joyce Nelsen noted that all new members should be provided with a copy of the strategic plan. Joyce also noted that she does not believe that the strategic plan was ever approved. Also, not sure if the OUNC Board ever received the completed committee organization chart. This item will be placed on next month's agenda for verification and clarification to determine if the plan was approved and if all final documents were received from the strategic planner. Kitty Davis will send all documents to all Board members to be reviewed before the August meeting.

Johnny Sapp asked if there had been any progress in finding another system to use to remotely attend Board meetings. Kitty Davis is still looking into this.

**New Business:** Scott Gallegos announced that it is time to nominate for new officers for 2020. Voting will take place in August.

Scott Gallegos, Micah Brown and Ryan Sandhu would all be willing to continue in their current positions.

Scott opened the floor for nominations.

Scott Gallegos nominated Micah Brown for Vice Chair

Scott Gallegos nominated Ryan Sandhu for Secretary

Tim Smith nominated Scott Gallegos for Chair

Tim Smith nominated Johnny Sapp for Treasurer

Micah Brown nominated Mitch Burghlea for Vice Chair

Greg Snyder noted that Kitty Davis had asked to have the 811 shovel and display case brought to this meeting to see if the OUNC Board had made a decision on where it should be housed. After discussion it was decided to have it placed in the 811 trailer.

**Good of the Order:**

The next meeting will be at the OPUC Main Hearing Room in Salem on August 14, 2019

Micah Brown made a motion to adjourn the meeting. Johnny Sapp seconded the motion. . [Vote record 7-10-19-03](#).

**Meeting Adjourned.**

**Voting Record  
Motion 7-10-19-01**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>Y</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>N P</b>	<b>Phil Boyle</b> OPUC	<b>Y</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Joanna Valencia</b> Counties		
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**Summary**

**Yes = 10**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 7-10-19-02**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
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