

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Hampton Inn & Suites, Conference Room, 1 Nichols Parkway, Hood River, OR 97031, March 11, 2020

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

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

Others in attendance were: Kitty Davis – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Dawn Hickson – Clackamas County, Michael Rukavina – USIC, Ryon Kershner – RUSA & OUCC, Larry Nelsen, Van Lee Contractors, Brewster Whitmire – Wasco Electric Co-op

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

Safety Moment – Scott Gallegos reminded everyone that with the health concerns of the coronavirus, it is important for everyone to remember to wash your hands and use hand sanitizer.

Adopt Previous Board Meeting Minutes: Phil Boyle made a motion to accept the minutes as amended. Joyce Nelsen seconded the motion. **Vote record 3-11-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that he had contacted Shannon Thomas and advised her that the OUNC Board agreed to remove her from the one call system. She was very thankful. District code HAYD01 is now off-line.

Phil Boyle had sent a letter from David Coffman (district code DC01) to Greg. Mr. Coffman is also asking to be removed from the one call system. He had to join for the same reasons as Shannon Thomas. He has filed paperwork with the PUC on this issue. After discussion Joyce Nelsen made a motion to allow David Coffman's district code of DC01 to be taken off-line. Jessica Epley seconded the motion. **Vote record 3-11-20-02**. Phil Boyle will have the PUC contact Mr Coffman to let him know of this decision. The Board had further discussion on this topic and Greg will check the centers database for other homeowners in the Portland area that may have needed to register for the same reason as Shannon Thomas and David Coffman. That information will be forwarded to Scott Clement.

Greg advised the Board that the center is not able to reach anyone with High Prairie Village Water under district code HPVWS01. The one contact phone number is no longer in service, there is no email address associated with the utility and we do not get any reply to letters sent to the only mailing address on file. There was also no information found for the utility on the Internet. The center is asking if the district code should be taken offline or if the Board has any ideas for making contact. Phil Boyle said he would look into this and let me know if he finds anything.

The center also received an email from Jim Baggenstos requesting to have Baggenstos Farms district code BFI01 removed from the one call system. The irrigation line was abandoned in 2014 and the farm was dissolved in 2019. A similar request was made back in 2014 but the OUNC Board denied his request as the irrigation line is still in the ground under the roadway. The center has checked with Mr Baggenstos and the line is still buried in place. The Board decided district code BFI01 must stay online unless the buried lines are removed. If he sells the land and facilities he can transfer them to the new owner. The call center will advise the member of the Boards decision.

There was discussion on the past due amount owed by Pine Ridge Pump under district code PRP01. The Board asked Greg Snyder to send this member to collections. Greg will contact the collection agency used for previous requests.

All Board Members had previously been emailed copies of the February 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for February was 25,883 tickets, which is up 25.837% from February 2019. The ITIC percentage for February was 65.95%, down from February 2019's 68.22%. The Average Speed of Answer (ASA) was 13 seconds for February 2020.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for February 2020.

Treasurer Report: Johnny Sapp: Johnny asked everyone to let him know if emails or mail to him is not being answered.

Johnny reviewed the OUNC budget reports, which included the Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for February 2020. Joyce Nelsen moved to accept the treasurer's report as presented. Phil Boyle seconded the motion. **Vote record 3-11-20-03**.

It was noted that Kitty needs to have her credit card limit raised to be able to pay for setting up meetings, rooms, meals, etc. for meetings. After discussion Jessica Epley made a motion to raise Kitty's limit to \$10,000. John Eckis seconded the motion. [Vote record 3-11-20-04](#).

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – No report

Vice Chair Report: Micah Brown – No report

Treasurer Report: Johnny Sapp – No report

Secretary Report: Ryan Sandhu – No report

PUC Representative Report: Phil Boyle – No report

Executive Session: The OUNC Board met in executive session in accordance with ORS 192.660.2(i).

After the Executive Session – Jessica Epley made a motion to provide a 5% raise for Kitty Davis back dated to start on 3/1/20. Tim Smith seconded the motion. [Vote record 3-11-20-05](#).

Kitty's name will also be added into the Directors Reports.

Greg Snyder with the One Call Concepts will coordinate the pay raise with Asphire Staffing.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: No report

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – Don advised the Board that, due to the timing on the release of the DIRT report information, the damage reports would be given in April, July and October in 2020 and in February in 2021. Also, as the OUCC has their quarterly meeting prior to the OUNC's meetings, the OUCC will be getting this information 2 months later.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah noted that he wants to schedule a committee meeting for April 2nd or 3rd.

He also reported that at yesterday's OUCC Meeting there was discussion regarding the marking of all facilities in areas of new construction.

Policy & Procedures Committee: John Eckis – No report. Johnny Sapp noted that he would forward on to John Eckis any information he has compiled as the former chair of this committee.

Publicity Committee: Scott Clement – Scott reported that the committee has held a meeting.

The links on the OUNC website were updated

The National Excavator Initiative (NEI) electronic and Facebook combination is up and running.

The spring media campaign with Alpha Media started last week. Lars Larsen will interview Scott.

The 811 booth was at the Pape event

The committee discussed where they would like to spend the publicity money and they decided against Portland Parkways. They have some basic categories and may set aside a certain percentage of the budget to target places like Statewide campaigns, local areas, and those areas that are showing as causing damages.

The Board discussed a new "Damage" header code. There was also discussion on requiring mandatory damage reporting by utilities, which is usually through DIRT. There was also discussion on requiring contractors to report damages.

The Board referred the issue of mandatory DIRT reporting to the OAR Committee.

Training and Education Committee: Mitch Burghlea – No report.

There will be Excavator Safety Training in Baker City in May and also July and December 2020. Locator Training will be in June and November 2020.

Micah requested that Kitty Davis send out a calendar invite for each training session to all Board Members and non Board Committee Members.

Membership: Phil Boyle: Phil reported that there was a committee meeting and the Contractor position was discussed. Someone from Canby Excavating is interested but Kyle Sutton still has a pending application. After discussion it was decided to wait until the end of March for a decision on this issue.

There are no updates on the applications for Dawn Hickson or Scott Crosby.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos – Scott reported that the OUCC Board met yesterday.

They had a presentation with an accounting agency on getting all councils non-profit tax status resolved. Kitty Davis is the point on this project.

Lane, East Linn, and Linn-Benton UCC's displayed a sign they are using jointly at new development job sites. It includes that it's free, it's easy and it's the law. This could be used as an OUNC Store item available to all councils. There was discussion on changing the verbiage to include "Call or Click". Kitty Davis will work on getting an updated sign with the new verbiage for the next meeting.

Executive Coordinator Committee: Ryan Sandhu – Ryan went over the issues with the DAS recruiting positioned that was explained at the last meeting. Still waiting for a replacement for Kyle Weraky, the previous DAS recruiter. The interagency agreement with the DAS and the OUNC for recruiting is good until July 2021. Ryan will try to have a committee meeting the first part of April.

National Industry News: NULCA, CGA, Open Discussion: The CGA Conference is in a few weeks. The OUNC will be sending Kitty Davis, Phil Boyle, and Scott Gallegos.

Old business: Phil Boyle brought up mandatory white lining. This has been referred back to the OAR Committee. It was noted that locators do have the ability to contact the excavator and require white marks if the instructions on the ticket are not sufficient or do not make sense.

New Business: There was discussion on a safe digging proclamation. April is safe digging month. Phil Boyle asked if the OUNC should submit the request to the Governor. In other years the PUC submitted the request, especially if it was being submitted later in the year, as the PUC has better resources. Phil will check on submitting the request.

Scott Gallegos asked if any other OCC states have a field on the ticket intake form specifically for a job number. Frank Planton advised that this type of field can be added but it may require testing with all member utilities. A job number can always be added onto the ticket in the remarks field as is commonly done now. Scott is recommending a specific field with approximately 50-character limit that is condition to go out only to members that request to receive the additional field. After further discussion it was decided that two fields might be needed, one for the job number and one for a permit number. Greg Snyder with the Call Center will check to see what this would take to accomplish and report back to the Board.

Good of the Order: Next meeting is at Salishan on April 8th, 2020.

Frank Planton had been to a NUCA meeting and had a question regarding abandoned lines. Is the current policy in place for Oregon working? There was discussion and while it works it is not great. The law took effect in 2003 and there are probably lines that were abandoned prior to 2003.

Tim Smith made a motion to adjourn the meeting and Scott Clement seconded the motion. **Vote record 3-11-20-06.**

Meeting Adjourned.

**Voting Record
Motion 3-11-20-01**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 14

No = 0

Not Present = 2

**Voting Record
Motion 3-11-20-02**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 14

No = 0

Not Present = 2

**Voting Record
Motion 3-11-20-03**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 3-11-20-04**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
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Summary

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 3-11-20-05**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
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Summary

Yes = 14

No = 0

Not Present = 2

**Voting Record
Motion 3-11-20-06**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
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Summary

Yes = 14

No = 0

Not Present = 2