

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, May 13, 2020. Conference call is available for this meeting. Please dial 1-646-307-1990. Enter conference ID: 889-738-824# View screen share at: https://join.me/DigSafe_2019

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

P	Scott Gallegos OUCC	P	Micah Brown NULCA	P	Joyce Nelsen Regulated Telecom <50K Access Lines	P	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	P	Don Moore Natural Gas Distribution	O	Melanie Lewis Regulated Electric	O	Fred Corona Interstate Natural Gas Pipeline
O	Tim Smith Cities Population <25K	P	Scott Clement Cities Population >25K	O	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
P	Phil Boyle OPUC	P	John Eckis Telecom Cooperatives	P	Connor Toney Excavators	P	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, Lynsay Demko – Cascade Natural Gas, Evan Reardon

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

Safety Moment – Scott Gallegos reminded everyone of the covid-19 safety measures in place and of the “stay safe – stay home” campaign. Also that it is important for everyone to remember to wash your hands and use hand sanitizer.

Adopt Previous Board Meeting Minutes: Joyce Nelsen made a motion to accept the March 11, 2020 minutes as amended. Phil Boyle seconded the motion. **Vote record 5-13-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that the Board's request to start collection proceedings against Pine Ridge Pump (District code PRP01) was no longer necessary as they have had no past due amount for the last two months.

The call center has sent additional letters to High Prairie Village Water System (District code HPVWS01) based on information Phil Boyle provided. Waiting for replies.

At the last meeting there was discussion if homeowners were being asked to register sewer lines when changes were made to their sewer laterals. Greg was asked to check the centers database to see if any information could be found. Greg provided a small list of possible homeowners in the Portland area that fit these criteria and forwarded the list on to Scott Clement.

The center is not able to send locates to Norm Thompson under district code NT01. This was for a fiber line running between two buildings serving a call center. Norm Thompsons call center has since closed and the company has been sold. No one we have been able to contact has any knowledge of the lines or who to contact to get information. Phil Boyle was able to find additional mailing information and the center will try reaching out using that contact information.

Greg also gave an update on OCC staff. Currently all Oregon employees are working from home. The office building (which is a multi tenant location) is closed at this time with access only to those with keys or by appointment. Operations continue as usual.

All Board Members had previously been emailed copies of the April 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for April was 30,813 tickets, which is down 5.07% from April 2019. The ITIC percentage for April was 60.87%, down from April 2019's 61.69%. The Average Speed of Answer (ASA) was 32 seconds for April 2020.

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

Ryan Sandhu noticed that Verizon has a past due amount of \$5,848 and wanted to know if OCC would check to see if they had filed a bankruptcy claim. Greg Snyder will check with OCC's Billing Office. There was additional discussion on the possibility of the OUNC starting to charge interest or penalties on past due amounts. Greg Snyder will check with OCC Corporate on this possibility. Nate Rivera will also do some research on this topic. This item is tabled for now.

Treasurer Report: Johnny Sapp was not present but he had forwarded the reports for both March and April, as there was no Board meeting in April due to covid-19. The reports were reviewed. Joyce Nelsen moved to accept the March Treasurer's report as presented. Ryan Sandhu seconded the motion. **Vote record 5-13-20-02**. Phil Boyle moved to accept the April Treasurer's report as presented. Ryan Sandhu seconded the motion. **Vote record 5-13-20-03**.

There was a question on the Portland Hops and the Boards Sponsorship. It's possible they may start their season in July.

The Starlight Parade may be moved to late fall and the parade has not been canceled.

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – Scott thanked everyone for their flexibility with meetings and their commitment.

Vice Chair Report: Micah Brown – No report

Treasurer Report: Johnny Sapp – No report

Secretary Report: Ryan Sandhu – Ryan wanted to make a general comment to thank OCC for being able to quickly move to work from home. Tickets in and out seem to be unaffected.

If anyone has questions or anything Ryan needs to do as Secretary for the OUNC please let him know.

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O'Keefe – Kitty reported that due to covid-19 the Lake Oswego Safety Fair and the NW College of Construction Career Day events have been canceled.

The call center sent out a free format message on the OUNC online Excavation Safety 101 Class and there have been 139 course completions and certifications so far this year compared to 111 for all of last year.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: No report

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – Lynsay Demko gave a very detailed presentation going over the Damage Reports which created a lot of discussion.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah reported there is no current movement with OAR's. No change in rules, etc due to covid-19.

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Scott noted that Lynsay gave a very good presentation and the damage information will help the Publicity Committee decide how best to spend their money.

Most large events have been canceled.

The National Excavator Initiative (NEI) is running April 13th through August. Facebook has been getting good results.

The spring media campaign with Alpha Media has been getting the largest numbers during Lars Larsen.

The OUNC online store is getting a steady flow of requests. Hand sanitizer is on backorder but the lawn signs are now available.

The Starlight Parade has been postponed

The Portland Hops is working on a modified venue with a task force, possibly in July.

Vancouver Dozer Days has been rescheduled for Sept 26th & 27th.

Training and Education Committee: Mitch Burghlea – Mitch reported that the Excavator Safety Training is on hold until November and Locator Training Classes are canceled for now.

Membership: Phil Boyle: Phil reported that he spoke with the Governors Office of Appointments. The appointments for Dawn Hickson and Scott Crosby have been forwarded to the Governor and may get an update on Friday. Potential member Kyle Sutton is still trying to resolve the issue with his appointment.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos – Scott asked about the Joint States Meeting scheduled for September 2020 in Oregon at Eagle Crest Resort. Scott asked the Board if it should be canceled or postponed. He suggests possibly postponing until 2021. Kitty O’Keefe has contacted Eagle Crest Resort and they are willing to work with the OUCC to postpone the event until 2021. Scott Gallegos suggests canceling and taking up the topic again next year. After discussion the OUNC Board agrees. Phil Boyle made a motion to cancel the 2020 Joint States Meeting. Don Moore seconded the motion. **Vote record 5-13-20-04.** Scott Gallegos will contact the other states involved and he will send a message for the call center to send out via a free format message.

Executive Coordinator Committee: Ryan Sandhu – Ryan advised there has been no movement. He questions if the state has a hiring freeze or how the state is planning to hire someone to help with recruiting. He brought up the possibility of looking into recruiting help from outside of the state agency. If there is a hiring freeze would that include the OUNC as a state agency? Ryan will have a committee meeting to discuss these questions.

National Industry News: NULCA, CGA, Open Discussion: The CGA Conference has been canceled and the registration fees will be good for next year for the 2021 Infrastructure Resources event.

Old business: None.

New Business: There was discussion on having the call center send out a notice when the 45-day ticket life is expiring. After much discussion it was decided to table the item for now. Greg Snyder and Frank Planton with OCC will get more information on the topic and the item will be revisited next month.

Good of the Order: Next meeting June 10th. At this time the June meeting will also be a conference call with screen share via join.me.

Meeting Adjourned.

**Voting Record
Motion 5-13-20-01**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
N P	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor 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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 5-13-20-02**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
N P	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor 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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 5-13-20-03**

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

Yes = 12

No = 0

Not Present = 4

**Voting Record
Motion 5-13-20-04**

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