

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, August 12, 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	Scott Crosby Regulated Telecom <50K Access Lines	P	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	P	Don Moore Natural Gas Distribution	P	Melanie Lewis Regulated Electric	O	Fred Corona Interstate Natural Gas Pipeline
P	Tim Smith Cities Population <25K	O	Scott Clement Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
P	Phil Boyle OPUC	O	John Eckis Telecom Cooperatives	P	Connor Toney Excavators	O	Jessica Epley Telecom >50K Access Lines
P	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Others in attendance were: Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Matt Kolasinski – Hillsboro Hops, Joyce Nelsen - Roome Telecom

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

Safety Moment – Scott Crosby provided information on being prepared for a disaster, such as an earthquake. He went over the importance of being ready for varying conditions, having rations, fuel and to have a communications plan with children and family members.

Adopt Previous Board Meeting Minutes: Dawn Hickson made a motion to accept the July 8, 2020 minutes as corrected. Ryan Sandhu seconded the motion. **Vote record 8-12-20-01.**

Open Testimony: None

Presentation – Matt Kolasinski with the Hillsboro Hops gave an update on what was happening with their baseball season. Minor league baseball cancelled the 2020 season for all teams and they will have a 12 month recovery time. If the OUNC agrees to roll over their already paid in full 2020 season sponsorship to the 2021 season, the Hops will be playing a full season instead of their normal short season. This will increase the number of games from 38 to 65-70 games at no additional cost.

OUNC Operations Report: Greg Snyder noted that the Boards request to add three new fields (Work Order #, Permit # and 45 day or longer project) have all been submitted to Systems.

Greg reported that tickets were not being received by two members, Homes Handcrafted under district code HHI01 and Boise Cascade / Kinzua HBR PR under district code KR01, and that efforts to contact these members by phone, email, and mail have been unsuccessful. After discussion it was decided that Greg would send all information to Phil Boyle with the OUC to see if Phil could find any other contact information.

Greg brought a request from Linda Burger with Avista Utilities to the Board. The three Washington Boards recently asked OCC to see if the zip code for the work site could be provided to those utilities that wanted the information. Upon checking it was found that OCC would be able to pull that information from the dig site polygon. There would not be any additional cost for OCC to provide the information and OCC would not be asking any new questions of callers and there is no need to test with all members. Avista Utilities has underground facilities in both Washington and Oregon and wanted to know if the OUNC would want to have this zip code information available for their members as well. After discussion Micah Brown moved to make the dig site zip code available to those members that request to receive the information. Phil Boyle seconded the motion. [Vote record 8-12-20-02](#).

Greg reminded the Board that the yearly rate increase takes effect in July 2020 but the increase is tied to the CPI, which is available in August. Once it has been calculated the OUNC would be billed retroactively for the July 2020 increase on the August 2020 invoice.

All Board Members had previously been emailed copies of the July 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for July was 31,647 tickets, which is down 1.00% from July 2019. The ITIC percentage for July was 61.23%, up from July 2019's 60.69%. The Average Speed of Answer (ASA) was 22 seconds for July 2020.

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

Treasurer Report: Johnny Sapp. Johnny reviewed the OUNC budget reports for July 2020.

Johnny noted that he is having OCC look into a \$59 payment.

Johnny initiated discussion on allowing Kitty O'Keefe to assist in paying bills where no conflict of interest exists. The payments would be subject to review. After discussion it was decided to refer this to the Policy and Procedures Committee as that would be a good document to place all the details regarding this issue. Johnny will get in touch with the Policy and Procedures Chair, John Eckis.

Phil Boyle made a motion to accept the treasurer's report as presented. Tim Smith seconded the motion. [Vote record 8-12-20-03](#).

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 – Ryan wanted to make all Board Members aware that the OUNC has a State Agency number and it may be necessary to have that number when dealing with other agencies such as the DAS.

PUC Representative Report: Phil Boyle – Phil noted that he has received notification that the PUC will be out of their offices until at least the first of October 2020 and possibly later. Any previously scheduled meetings that were to be held at the PUC building would be affected.

Administrative and Outreach Coordinator – Kitty O’Keefe – Kitty advised the Board that she will need to update her Acrobat Pro account and wanted approval for the \$14.99 fee. After discussion it was decided that the Board Chair, Scott Gallegos, could approve this type of request, which he did.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: No report

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – No report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – Micah reported that the committee met and they are still working on the following:

- The ticket length on a locate request
- White paint rules
- Mandatory damage reporting
- Enclosures – under OAR 952-001-0050 (2)

Micah Brown made a motion to add an exception to OAR 952-001-0050 (2) (See attachment #1) specifically addressing the need for notification when work is to take place within an established or pre-existing facility enclosure. The motion will allow owners to perform work within their subsurface enclosures without the requirement to notify for locates. Phil Boyle seconded the motion.

Discussion followed and it was noted that this change would not go into effect until the Board goes through the OAR approval process, which includes public notification and feedback. **Vote record 8-12-20-04.**

Micah noted that he would like to have another committee very soon.

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – No report

Kitty O’Keefe advised the Board that there would be a committee meeting the morning of 8-18-20 and Lyndsay Sanders with the National Excavation Initiative will be giving a presentation.

Training and Education Committee: Mitch Burghlea – Mitch reported that the Excavation Safety 101 online training has 48 people signed up and there is a Facebook contest for an Eddie Bauer gift card. To date 234 people have completed the training. Also that 20 people have registered for the virtual locate training sessions.

Mitch noted that the UTA contract will be expiring and he asked how the Board felt about continuing with the Locate Training. After discussion the consensus was to move forward with the RFP process. Once an Executive Director is selected they may be able to conduct the Excavator Safety Training classes but it was felt the Locator Training might be too specialized. The Contracts Committee should start looking into an RFP.

Membership: Phil Boyle: Phil reported that both he and Scott Gallegos have tried to contact Fred Corona regarding his Interstate Natural Gas Pipeline position but neither have been able to make contact. Fred has not officially resigned his position at this time.

Nate Rivera will be submitting his application for re-appointment to the Municipal Electric position.

Kyle Sutton has withdrawn his application for the Contractor position. Paul Schmidt with Canby Excavating will be submitting his application for the Contractor position.

Brewster Whitmire has submitted his application for the Electric Cooperatives position.

The Oregon PUD Association has been contacted but they have not had any success in getting someone to apply for the Public Utility Districts position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos – No report

Executive Director Selection Committee: Ryan Sandhu – Ryan reported that recruitment closed on 7/15/20 and there were 55 applicants. The DAS recruiter reviewed the applications to make sure they met the qualifications. The committee is still working on the reviews to get a list of those that should move on in the process. After several rounds of interviews the top candidates would meet with the full Board, possibly in October. Ryan has had calls with the DAS Employee HR Group to discuss their role with payroll, benefits, etc. Another interagency agreement may be necessary. There will also need to be additional policies put in place to cover discrimination/harassment and OFLA/FMLA. The Policy and Procedures Committee will need to add this new policy information.

National Industry News: NULCA, CGA, Open Discussion: No report

Old business: No report

New Business: Board election results for 2021.

Chair: Scott Gallegos

Vice Chair: Micah Brown

Secretary: Scott Clement

Treasurer: Dawn Hickson

Good of the Order: Scott Gallegos noted that the Board should try to get the 2020 Morrison Award out in September or October and encouraged nominations.

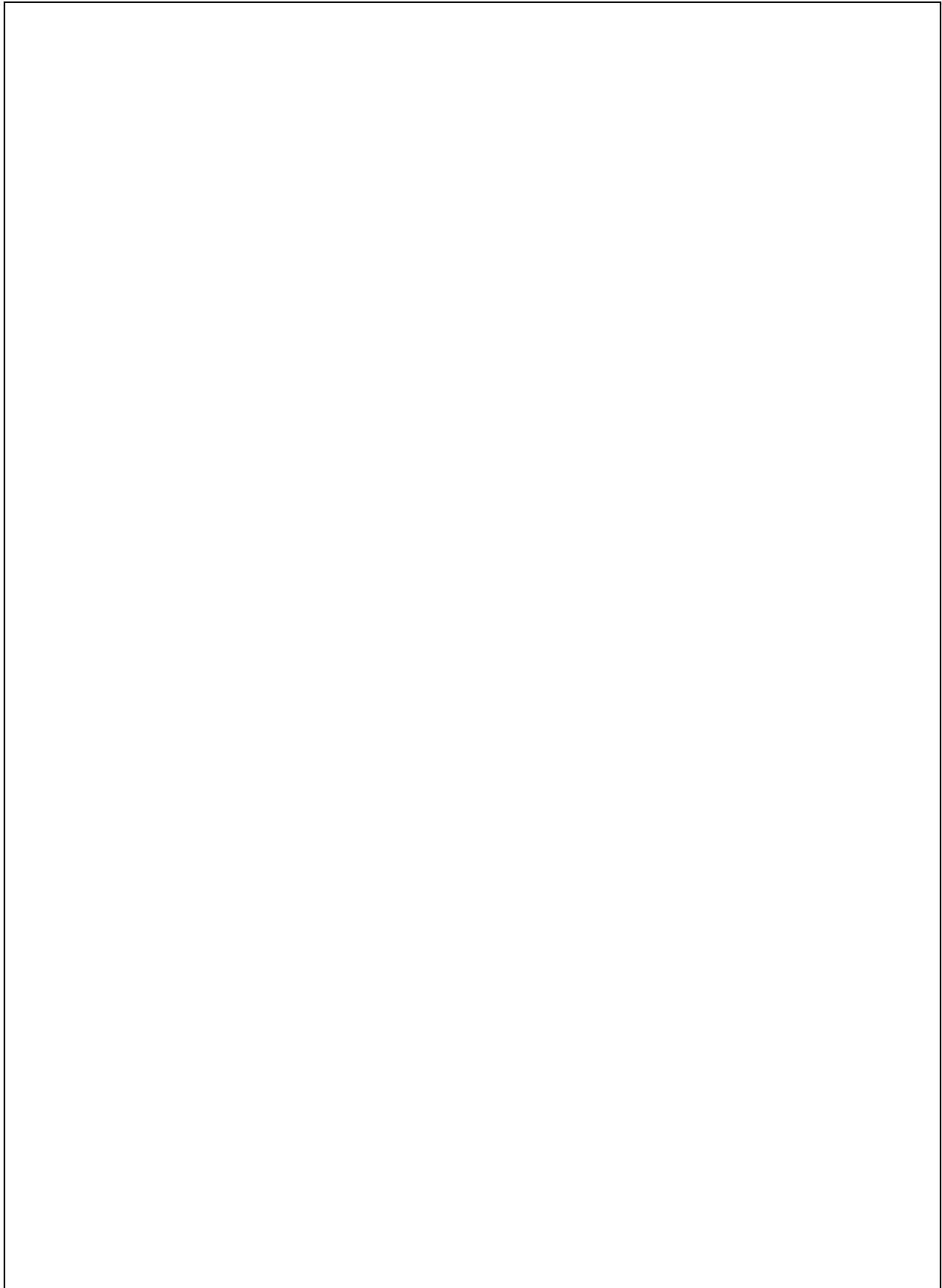
Frank Planton asked where the late fees collected on past due accounts should go, to OCC or the OUNC. If to the OUNC how should the money be distributed. Since the OUNC is the only Board OCC works with charging these fees, OCC just wants to verify how the fees should be handled. Scott Gallegos would like to see the fees go to the OUNC. Frank will check with the OCC Billing Office for any suggestions.

Micah Brown provided information on adding calendar invites to a personal calendar.

Next meeting September 9, 2020. Until further notice all meetings will be by conference call and join.me

Don Moore made a motion to adjourn the meeting. Nate Rivera seconded the motion. **Vote record 8-12-20-05**

Meeting Adjourned.



**Voting Record
Motion 8-12-20-01**

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

Summary

Yes = 8

No = 0

Not Present = 9

**Voting Record
Motion 8-12-20-02**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	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	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 4

**Voting Record
Motion 8-12-20-03**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	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	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 4

**Voting Record
Motion 8-12-20-04**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	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	N P	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 12

No = 0

Not Present = 5

**Voting Record
Motion 8-12-20-05**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	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	N P	Scott Clement Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 12

No = 0

Not Present = 5

Attachment 1



Oregon

Kate Brown, Governor

Oregon Utility Notification Center
305 NE 102nd Avenue, Suite 300
Portland, OR 97220-4170
(503) 232-1987

Oregon Administrative Rules & Tariff Committee Report

Oregon Administrative Rules Subcommittee Working Items

- Minimum Locate Request (Ticket) Length
- Mandatory White Paint
- Mandatory Damage Reporting
- Facility Enclosure Maintenance

Oregon Administrative Rules Subcommittee Change or Amendment Proposal

- Proposed amendment to OAR 952-001-0050 in regards to facility enclosure maintenance

952-001-0050

Excavator to Give Notice of Proposed Work; Exemption

(1) Except as provided in section (2) of this rule, at least two full business days, but not more than 10 full business days before beginning an excavation, the excavator must notify the Oregon Utility Notification Center of the date and location of the proposed excavation, and the type of work to be performed.

(2) The notice requirement of section (1) of this rule does not apply if the excavation is in response to an emergency, **is made with non-invasive tools within a defined enclosure (i.e., valve and meter boxes and vaults) that does not exceed the depth of the structure** or if all of the following apply:

- (a) The excavator is a tenant or an owner of private property;
- (b) The excavation is on private property of that owner or tenant;
- (c) The excavation is less than 12 inches in depth; and
- (d) The excavation is not within an established easement.

(3) An excavator, when giving notice in compliance with section (1) of this rule, must furnish information as to how the excavator can be contacted.

(4) If an excavator intends to perform work at multiple sites or over a large area, the excavator must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of excavation for each phase of the work.