

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, October 14, 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
O	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	P	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	P	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, Joyce Nelsen - Roome Telecom, Lynsay Demko – Cascade Natural Gas, Michael Rukavina - USIC.

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

Safety Moment – Ryan Sandhu provided this months safety moment. Ryan reminded everyone of the importance of being aware how the covid-19 pandemic can affect the mental health of children. The CDC has a list of items to go over with children.

Adopt Previous Board Meeting Minutes:

Scott Clement made a motion to accept the September 9, 2020 minutes as submitted. Jessica Epley seconded the motion. **Vote record 10-14-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that the call center is unable to reach members Homes Handcrafted (district code HHI0) and Boise Cascade – Kinzua (district code KR01) after repeated attempts and research for additional contact information. After discussion it was decided to refer this issue to the Policy and Procedures Committee to create a policy for these situations.

Greg asked for the Boards direction on requests from two members asking to have the finance charges waived. The members are Oregon State University (district code OUU02) and the City of Florence (district code COFLO01). Both members have said they did not receive the June invoices with the ticket charges. OSU02 had a total of 2 cents in finance changes and COFLO01 has a total of 70 cents in finance charges. After discussion Jessica Epley made a motion to allow the finance charges for OSU02 and COFLO01 to be waived this one time. Phil Boyle seconded the motion. [Vote record 10-14-20-02](#).

All Board Members had previously been emailed copies of the September 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for September was 28,927 tickets, which is up 0.40% from September 2019. The ITIC percentage for September was 61.46%, down from September 2019's 62.88%. The Average Speed of Answer (ASA) was 28 seconds for September 2020.

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

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

Micah Brown made a motion to accept the Treasurers report as presented. Don Moore seconded the motion. [Vote record 10-14-20-03](#)

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – No report

Vice Chair Report: Micah Brown – Micah wanted to remind those putting out notices for committee meetings to give as much notice as possible and suggests at least one weeks notice.

Treasurer Report: Johnny Sapp – No report

Secretary Report: Ryan Sandhu – Ryan offered that he agrees with the one-week's notice for committee meetings.

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O'Keefe – Kitty noted that an e-blast from the OCC Creative team will be going out on 10-19-20 asking for nominees for this years Morrison award, in honor of Jarrod Morrison. The deadline for submissions is 10-27-20.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: Johnny went over the annualized budget report to help with determining the 2021 budget. He will be sending out an updated form soon and will be scheduling a committee meeting later in October.

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – Lynsay Demko gave a detailed presentation on the second quarter 2020 damage information.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah reports that the committee has not met since August but they will try to hold a meeting soon. Micah did send a log of the items the committee is looking into. (See Attachment 1).

Micah moved to make a change in verbiage for the voluntary positive response code that currently reads as “Not Marked – No Access” to read as “Not Marked – No Access To Area Of Excavation”. Phil Boyle seconded the motion. [Vote record 10-14-20-04](#).

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Scott went over the proposed 2020 / 2021 publicity budget. He noted that the Pendleton Roundup would be replacing the Starlight Parade in 2021.

Phil Boyle made a motion to accept the publicity budget as presented. Melanie Lewis seconded the motion. [Vote record 10-14-20-05](#)

Training and Education Committee: Mitch Burghlea – Mitch reported that the committee recently held a meeting.

Mitch noted that the 2021 OUNC Calendar is about ready to go to print. They are looking at printing 1,000 calendars. The calendars will be presented to the top 250 calendars members submitting locate tickets. The rest of the calendars will be available through the OUNC store. After discussion it was decided to have only OUNC Board Members that have completed the appointment process on the calendars.

Mitch also provided information on the Locator Training RFP proposal. After discussion Scott Clement made a motion to proceed and post the RFP. Micah Brown seconded the motion. [Vote record 10-14-20-06](#).

Membership: Phil Boyle: Phil reported that Fred Corona is no longer on the OUNC Board. Phil is looking for someone to fill this vacant position.

Nate Rivera needs to submit his application for another term.

There is no movement on any other position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos: Scott reported that the OUCC met in September and agreed to a media campaign with Alpha Media.

The OUCC Board purchased some presentation items (table cloths and pop up banners) for each of the local Utility Coordinating Councils.

Scott also reported that the tax situation continues to move forward.

Executive Director Selection Committee: Ryan Sandhu: Ryan went over the process used to review those that applied for the Executive Director position. The committee has completed the first round of interviews. Ryan Sandhu made a motion to move the top 8 candidates, that scored a 68 or better, to the second round of interviews. Johnny Sapp seconded the motion. **Vote record 10-14-20-07**. Ryan would like to have the top three candidates meet with the Board at the November meeting, if possible.

Ryan also made a motion to adopt, by reference, the Oregon Department of Administrative Services Discrimination and Harassment Free Workplace Policy, policy #50.010.01 and Family and Medical Leave Policy, policy #60.000.15 including future updates to the policies made by DAS. **Vote record 10-14-20-08**. After discussion it was noted that these policies would be placed into the OUNC Policy and Procedures Manual.

Ryan reported that he had previously been advised that the OUNC is a state agency and the DAS would be able to provide ongoing employee payroll and HR support, he has now been advised that the State will not be able to provide any ongoing HR services. Ryan is still moving forward with DAS regarding the employee payroll services.

Ryan would like to thank all of the committee members for their time.

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

Old business: No report

New Business: Kitty O'Keefe had previously sent a list of proposed meeting sites for the year 2021. All sites are tentative. After discussion it was agreed to move forward with this plan.

Scott Gallegos reported that he had received a constituents complaint regarding excessive painting of a work site area and that the paint could not be removed. Phil Boyle added that the Legislator making the complaint thought the PUC might be responsible for a resolution. The PUC advised that there is nothing in rule regarding paint other than the color of paint to be used. After discussion it was thought that those with issues would be best served by contacting the utility involved, or the excavator for white paint marks, to take care of the problem. Phil also advised that the Representative did mention bringing up new legislation. The Board determined no new action through OAR's would take place.

Good of the Order:

The next meeting will be held on Tuesday November 10th due to Veterans Day being on Wednesday November 11th.

Johnny Sapp noted that the OUNC financial reports may not be back from the accountant for a Tuesday Meeting.

Micah Brown made a motion to adjourn the meeting. Mitch Burghelea seconded the motion. **Vote record 10-14-20-09**

Meeting Adjourned.

**Voting Record
Motion 10-14-20-01**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-02**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-03**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-04**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-05**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-06**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
N P	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 10-14-20-07**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	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 10-14-20-08**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	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 10-14-20-09**

Y	Scott Gallegos OUCC	Y	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	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	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

Attachment 1



Oregon

Kate Brown, Governor

Oregon Administrative Rules & Tariff Committee Log Committee Chair- Micah Brown

OUNC Board of Directors Voted Record for OAR Amendments

- Motion made to correct reference error in OAR 952-001-0020 regarding the rule reference to include 0100. **Vote Record 06-12-19-04. Minor correction made with SOS not Manual.**
- Motion made to add an additional exception to OAR 952-001-0050 (2) addressing the requirement for notification when work is to take place within an established or pre-existing facility enclosure. **Vote Record 08-12-20-04. Rule is not valid until proper notice(s) given and effective date posted.**

Active OAR Committee Items

- a. White Paint
- b. Ticket Length
- c. Mandatory Damage Reporting
- d. Survey Design Locates
- e. Finish amendment to "Large Area" definition to include 952-001-0080
- f. Change Voluntary Positive Response Code to encompass "area of excavation"

Corrections and Considerations for Standards Manual

- FAQ Error for Question 16 referencing Question 12 when it should reference 15.