

January 30, 2017  
Board of Directors  
Interested Parties

Subject: OREGON UTILITY NOTIFICATION CENTER (OUNC) BOARD OF  
DIRECTORS MEETING NOTICE

## **NOTICE OF PUBLIC MEETING**

In accordance with Oregon State Public Meeting Law

Please be advised of the subject meeting:

### **OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING**

[www.digsafelyoregon.com](http://www.digsafelyoregon.com)

**DATE: February 8, 2017    TIME: 9:00 AM**

**LOCATION:            NW Natural - Training Center**  
20285 SW Cipole Road  
Sherwood, Oregon 97140

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that follows the verbal statement(s), prior to addressing the Board. No more than 45 minutes will be allowed for open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement.



**Ryan J. Sandhu**  
OUNC Board Secretary

Enclosures

cc: Greg Snyder, One Call Concepts (OCC) General Manager

# **OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING**

CHAIR: Jeff Daniels

DATE: Wednesday, February 8, 2017

TIME: 9:00 a.m. - CALL TO ORDER

LOCATION: **NW Natural - Training Center**  
20285 SW Cipole Road  
Sherwood, Oregon 97140

## **AGENDA**

### OUNC Business Meeting

#### #1 OUNC Board of Directors Chair

- Call to order
- Roll call of all present
- Announce visitor registration and testimony sheets
- Review, approve and/or amend the previous months Board meeting minutes

#### #2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

#### #3 Guest Presentations

- Publicity Committee Update - Jim Holzer, Director of Marketing with One Call Concepts to provide update on pamphlet, brochure, 811 Challenge and TV campaign
- New Business - Williams NW Pipeline 2017 Public Outreach Event, Jessica Malmstedt, Public Outreach Coordinator

#### #4 OUNC Operations Report

(Greg Snyder, One Call Concepts)

- Operations statistics
- Call Center issues

#### #5 OUNC Billing & Aging

(Greg Snyder, One Call Concepts)

- Past Due Accounts
- Revenue vs. costs

## #6 Treasurer's Report

(Joyce Nelsen, Board Treasurer)

- Review, Amend, and/or approve changes to previous reports
- Profit and Loss Report, Account Balances, Transaction Report

## #7 OUNC Board of Directors Officer's Report

- Chairperson – Jeff Daniels
- Vice chairperson – Ron Stenger
- Treasurer – Joyce Nelsen
- Secretary – Ryan Sandhu
- PUC Representative – Lori Koho
  - Excavation Safety Training/CCB

## #8 Executive Session\*

\*None scheduled however the OUNC Board of Directors may convene in Executive Session in accordance with ORS 192.640

15 MINUTE BREAK

## ***OUNC BOARD OF DIRECTORS COMMITTEE REPORTS***

### #1 BUDGET & AUDIT COMMITTEE: JOYCE NELSEN - CHAIR

Members: Micah Brown Nathan Rivera

- a. General Report
- b. 2017 Preliminary Budget Proposal

### #2 CONTRACTS: SHANNON POTTER - CHAIR

Members: Jeff Daniels Ryan Sandhu Micah Brown

- a. General Report

### #3 DAMAGE REPORTING/DIRT: LORI KOHO - CHAIR

Members: Jeff Daniels Shannon Potter \*Jarrod Morrison  
\*David Sisson \*Scott Gallegos

- a. General Report

### #4 OREGON ADMINISTRATIVE RULES (OARs) & TARIFF:

MICAH BROWN - CHAIR

Members: Nathan Taylor Matt Wales Lori Koho  
Tony Schacher \*Scott Gallegos \*Jarrod Morrison

- a. General report

### #5 POLICY & PROCEDURES COMMITTEE: MATT WALES - CHAIR

Members: John Norrena Joyce Nelson \*Scott Gallegos

- a. General Report

#6 PUBLICITY COMMITTEE: NATHAN TAYLOR - CHAIR

(Merchandise, Sponsorship events, Media & Website)

Members: Ryan Sandhu Ron Stenger \*Jarrod Morrison  
\*Luc Fortier \*Scott Gallegos \*Kitty Davis

a. General Report

#7 ENFORCEMENT COMMITTEE: LORI KOHO – CHAIR

Members: Jeff Daniels Nathan Taylor Shannon Potter  
\*Kitty Davis \*Scott Gallegos \*Jarrod Morrison

a. General Report

#8 TRAINING & EDUCATION: Vacant – CHAIR

(Locator training, Law Updates & Special Service)

Members: Micah Brown Dan Jensen  
Tony Schacher \*Kitty Davis

a. General Report  
b. Chair needed for committee

#9 MEMBERSHIP: LORI KOHO – CHAIR

Members: Nathan Taylor

a. General report

#10 OREGON UTILITIES COORDINATING COUNCIL (OUCC) REPORT:

Vacant - OUCC PRESIDENT

Members: \*Kitty Davis

a. General report

#11 EXECUTIVE COORDINATOR COMMITTEE:

Members:

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

a. General Report

OLD BUSINESS:

NEW BUSINESS:

a. Election of Vice-Chair for 2017  
b. OTA – 811 Presentation request in Newport (April 27-28)

FOR THE GOOD OF THE ORDER:

Next Currently Scheduled OUNC Board of Directors Event:

April 12, 2017

**NW Natural - Albany**

7150 Supra Drive SW

Albany, Oregon 97321-3780