

September 25, 2018  
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)

**October 10, 2018      TIME: 9:00 AM**

**LOCATION:            Wildhorse Resort & Casino  
                          46510 Wildhorse Blvd.  
                          Walla Walla Room  
                          Pendleton, OR 97801**

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: Nate Rivera

DATE: Wednesday, October 10, 2018

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

LOCATION: Wildhorse Resort & Casino  
46510 Wildhorse Blvd.  
Walla Walla Room  
Pendleton, OR 97801

## **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

#### #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 – Nate Rivera
- Vice Chairperson – Scott Gallegos
- Treasurer – Joyce Nelsen

- Secretary – Ryan Sandhu
- PUC Representative – Lori Koho
  - a. Follow-up: DAS Agency Risk Exposure Profile

#8 Executive Session\*

\*OUNC Board of Directors may convene in Executive Session in accordance with ORS 192.640 and ORS 192.660.

15 MINUTE BREAK

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

#1 BUDGET & AUDIT COMMITTEE: JOYCE NELSEN - CHAIR

- Members: Nate Rivera Ryan Sandhu Johnny Sapp
- a. General Report
  - b. Discussion on exempt customers

#2 CONTRACTS: SHANNON POTTER - CHAIR

- Members: Nate Rivera Ryan Sandhu Micah Brown
- a. General Report

#3 DAMAGE REPORTING/DIRT: LORI KOHO - CHAIR

- Members: Nate Rivera Shannon Potter Mitch Burghlea  
 Geneece McKay Scott Gallegos \*Dawn Hickson  
 \*David Sisson \*Kitty Davis
- a. General Report

#4 OREGON ADMINISTRATIVE RULES (OARs) & TARIFF:

MICAH BROWN - CHAIR

- Members: Nate Rivera Nathan Taylor Lori Koho  
 Mitch Burghlea Scott Gallegos \*Kitty Davis
- a. General report
  - b. Complaint Process statement in Standards Manual

#5 POLICY & PROCEDURES COMMITTEE: JOHNNY SAPP - CHAIR

- Members: Nate Rivera John Norrena Joyce Nelsen  
 Geneece McKay Scott Gallegos
- a. General Report

#6 PUBLICITY COMMITTEE: FRED CORONA - CHAIR

(Merchandise, Sponsorship events, Media & Website)

- Members: Nate Rivera Scott Gallegos Joyce Nelson  
 Ryan Sandhu Tim Smith \*Kitty Davis  
 \*Luc Fortier
- a. General Report

**#7 ENFORCEMENT COMMITTEE: MICAH BROWN – CHAIR**

Members: Nate Rivera Nathan Taylor Shannon Potter  
Scott Gallegos Lori Koho Geneece McKay  
Mitch Burghelea

- a. General Report
- b. Draft enforcement process

**#8 TRAINING & EDUCATION: MITCH BURGHELEA -CHAIR**

(Locator training, Law Updates & Special Service)

Members: Nate Rivera Micah Brown Geneece McKay  
\*Kitty Davis

- a. General Report
- b. UTA Contract: one year extension

**#9 MEMBERSHIP: LORI KOHO – CHAIR**

Members: Nate Rivera Nathan Taylor

- a. General report
- b. Membership renewal and expiration report
- c. New member appointment status report

**#10 OREGON UTILITIES COORDINATING COUNCIL (OUCC) REPORT:  
SCOTT GALLEGOS - OUCC PRESIDENT**

Members: \*Kitty Davis

- a. General report

**#11 EXECUTIVE DIRECTOR SELECTION COMMITTEE:**

**RYAN SANDHU - CHAIR**

Members: Nate Rivera Joyce Nelson Micah Brown  
Scott Gallegos Lori Koho Chris Grissom  
\*Kitty Davis

- a. General report

**NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION**

- a. General Report

**OLD BUSINESS:**

- Contact Tracking Database
- Locate Request Intake Form
- Review verbiage to add to ticket/IBR recording

**NEW BUSINESS:**

- Discuss 2019 Board meeting locations

**FOR THE GOOD OF THE ORDER:**

Next Currently Scheduled OUNC Board of Directors Meeting:

Date: November 14, 2018  
Location: NW Natural – Sherwood  
20285 SW Cipole Road  
Sherwood, OR 97140