

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, NW Natural – Albany - Conference Room 7150 Supra Drive SW, Albany OR, 97321, January 9, 2019

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

X	Nathan Rivera Municipal Electric	O	Chris Grissom Natural Gas Distribution	X	Micah Brown NULCA	X	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	O	Nathan Taylor Excavators	X	Genece MacKay Regulated Electric	X	Fred Corona Interstate Natural Gas Pipeline
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Scott Clement Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Ryan Sandhu Special Districts	O	John Norrena Public Utility Districts	X	Scott Gallegos OUCC	O	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Others in attendance were: Greg Snyder – OCC, Frank Planton – OCC, Kitty Davis – OUNC Administrative and Outreach Coordinator, Jessica Malmstedt - Williams, Phil Boyle - PUC.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the November 2018 meeting minutes as corrected. Scott Clement seconded the motion. **Vote record 1-9-19-01.**

Open Testimony: Jessica Malmstedt with Williams spoke regarding the Oregon Utility Safety Summit (OUSS).

OUNC Operations Report: Greg Snyder reported that the change to calculate the Work To Begin Date (WTBD) based on 2 full business days and the locking of the WTBD both went online at midnight on Friday 1/4/19. The WTBD times will now lock at 12am. There was discussion on changing the 48 Hour Notice ticket Header Code. Nate Rivera made a motion to change the 48 Hour Notice ticket Header Code to 2 Full Business Days. Joyce Nelsen seconded the motion. [Vote record 1-9-19-02](#).

Since OCC will need to test with all member utilities to verify they can receive the new Header Code, The Board is considering making the 3 new questions on the ticket intake form, previously voted on and approved by the OUNC, sent out to all members unless they specifically opt out. Greg Snyder will check with OCC's Systems Division to see if making this change would affect the completion time on this project and report back at the February meeting.

The Board was notified that the request from Utiliquist (Locating Incorporated) to have a link to their Enhanced Positive Response has been completed and the link is now available using Search and Status.

The Board was also notified that the verbiage to advise excavators that multiple locators may respond to a locate request has been added onto the excavators emailed copy of the locate ticket and has been added to the recorded message that plays at the end of a phoned in locate request.

Also, the request to add the 45 day ticket expiration date onto the excavators emailed copy of the locate ticket and into Search and Status has been completed.

Greg reported that out of the 40 member utilities that were sent the letter regarding their \$500 limit exemption 24 had replied to the call center. The Board requested that Greg notify OCC's Billing Office that those members that have not responded are to lose that exempt status.

Greg advised that OCC is still looking into the creation of the interactive calendar that can be used to show when marks should be completed based on the date the locate ticket was placed. Greg will keep the Board up to date on any progress

All Board Members had previously been emailed copies of the November and December 2018 operations reports. Greg Snyder went over the highlights for those months. The incoming ticket total for November was 24,278 which is up 2.18% over 2017 and December incoming ticket total was 18,964 which is down 1.81% from 2017. The ITIC percentage for November was 66.16% and for December it was 66.94%. The incoming ITIC Mobile total for November 2018 was 196, which is up from 49 in 2017, and for December is 169, which is up from 56 in December 2017. The Average Speed of Answer (ASA) was 18 seconds for November 2018 and was 13 for December 2018.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for November and December 2018.

Treasurer Report: Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for December 2018. Scott Clement moved to accept the treasurers' report as presented. Johnny Sapp seconded the motion. [Vote record 1-9-19-03](#).

There was some discussion on how items appear on the budget sheets.

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos. Scott thanked Nate Rivera for last years leadership as Board Chair. He also thanked the Board Members for this opportunity to serve.

Vice Chair Report: Micah Brown – Micah thinks that 2019 will be a good year. The Board needs to stay on track with strategic plan.

Treasurer Report: Joyce Nelsen – Joyce Nelsen made a motion to add Scott Gallegos to, and remove Nathan Rivera from, the Umpqua CD #04992736173. Nate Rivera seconded the motion. **Vote record 1-9-19-04**

Joyce reported that the approved minutes for the November 2018 meeting erroneously listed the Riverview account as the Rivermark account and that a new motion needs to be made to correctly identify that the accounts as belonging to Riverview. Nate Rivera made a motion to change the Riverview checking and money market accounts to add Scott Gallegos and remove Nathan Rivera. Lori Koho seconded the motion. **Vote record 1-9-19-05**.

Joyce will be attending the February OUNC Board meeting but she will be on vacation that week so she will not have a budget report.

Secretary Report: Ryan Sandhu – Ryan reported that completed Board documents reside in an area on the OUNC website that only Board members can access. Board members should send any completed documents to Ryan or Kitty Davis and they will get them posted to the site. Kitty Davis will resent individual login and passwords out to all Board Members.

Nate Rivera suggested making a list of items for the Executive Director to work on once they have been selected. Discussion followed.

PUC Representative Report: Lori Koho – Lori introduced Phil Boyle who has submitted his paperwork to the Governor to be approved as the new PUC Representative. Phil currently heads the PUC's Consumer Services Division.

Lori has submitted her resignation rom the OUNC Board but she will continue to serve until Phil's approval comes through.

Executive Session: None

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce reported that of the 40 member utilities that were sent letters regarding their \$500 limit exemption, 15 would be losing the exemption and that would be an additional \$32,000 in revenue.

The 2019 budget is on the OUNC website under Transparence and Accountability Center.

Contracts Committee: Shannon Potter: No report.

Scott Gallegos noted that would are some needed changes to some of the committee chair positions and they should be addressed in advance of hiring an Executive Director. One of those is looking for someone to assume the Contracts Committee Chair position.

Damage Reporting/Dirt: Lori Koho: Lori is stepping back on this project and may need someone else to step in to continue.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah wanted to acknowledge all of the hard work that Kitty Davis has put in on the OAR revisions.

Kitty is now taking orders for the new Oregon Standards manual.

Lori Koho asked if the OUNC was ready to close out the MOU for the time spend on rulemaking. Lori Koho made a motion to close the MOU with the Oregon PUC. Micah Brown seconded the motion. **Vote record 1-9-19-06.**

Mitch Burghlea thanked Micah Brown for all of his work on the OAR project as well.

Scott Gallegos advised the Board that he has been getting some feedback regarding the tolerance zone and rule 952-001-0090 (3)(c). The questions are from excavators digging above facilities. Discussion followed. Scott noted that he was not looking to change the rule but he is looking for an interpretation of the rule from the PUC.

Policy & Procedures Committee: Johnny Sapp – Johnny reported that the committee met and is still working a draft with the changes to the Policy and procedures manual. The committee is trying to have this draft ready by April – May 2019.

The committee is still looking into updating the bylaws.

Publicity Committee: Fred Corona: Fred reported that the OUNC is still using Pacific Marketing as a vendor.

Fred provided information on the OUNC's possible participation in the starlight Parade this year and that they would also try to get the 811 car for the event. Fred Corona made a motion to spend \$15,500 on the Starlight Parade. Joyce Nelsen seconded the motion. **Vote record 1-9-19-07**

Fred Corona also made a motion to spend \$5000 to sponsor J.J. Harrison. Lori Koho seconded the motion. **Vote record 1-9-19-08**

The committee will try to meet sometime in January 2019.

Fred Corona made the Board aware that he will be away for up to 6 months on a project for his work and asked to have a replacement or interim chair for this committee in his absence. Discussion followed. At this time there are no volunteers.

Enforcement: Micah Brown: Micah would like to get a better understanding of how the PUC conducts investigations.

Training and Education Committee: Mitch Burghlea: Mitch reported that the Locator Training scheduled for next month filled up in 6 days. They are considering increasing the limit on the number of attendees allowed per class. They are also looking at increasing the cost per person for attending so they can increase the number of classes available.

The committee will meet on January 15th.

There was discussion on the possibility of providing additional resources for excavator training.

Mitch reported that Clint Kalfell submitted a proposal for putting on 2 excavator-training classes. The OUNC would own the presentation. Nate Rivera made a motion to accept Clint Kalfell's proposal as written. Geneece MacKay seconded the motion. **Vote record 1-9-19-09**. After additional discussion it was decided to see if Clint would agree to have the presentation recorded. It was also decided that Mitch Burghlea would contact Clint to see about adding limits on travel expenses and training costs.

Mitch Burghlea gave some background on the 2018 OUNC Oregon Utility Safety Summit and reported that the committee is looking into having another OUNC Oregon Utility Safety Summit, possibly in late fall 2019. Jessica Malmstedt with Williams was present and she advised the Board that Williams would like to have a similar event in the spring of 2019. She may continue planning such an event for the spring even if the OUNC does not participate. After discussion, the OUNC is not sure there would be value in having 2 such events. The OUNC will wait for Jessica's decision on whether Williams will be going forward with their own event.

There was discussion on the pre-approved \$5000 limit on spending without Board approval for what was then the Publicity and Education committee. Since those two areas have been split into the Publicity Committee and the Training and Education Committee, should each have a \$5000 spending limit? Micah Brown made a motion to have the Chair of the Publicity Committee, the Chair of the Training and Education Committee and the Board chair be approved to have a spending limit of \$5000 before needing Board approval. Geneece Mackay seconded the motion **Vote record 1-9-19-10**. After additional discussion Nate Rivera made a motion to provide a \$5000 limit superseding resolution 9-10-14-03 for any single transaction. Fred Corona seconded the motion. **Vote record 1-9-19-11**

Membership: Lori Koho.: Lori is trying to get updates on the pending appointments.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the Board previously approved \$15,000 to help with local UCC tax issues. The OUCC needs to look for another attorney to assist on these matters.

Executive Coordinator Committee: Ryan Sandhu: Ryan reported that the committee found an overlapping Executive Director and Tariff issue. There was discussion on possible changes in ticket price. Included in the discussion was the possibility of spreading an initial increase over several years and the possibility of including a yearly rate increase. Scott Gallegos tabled this item and would like everyone to work to get this resolved by the February meeting.

Ryan also reported that the committee received additional information regarding the Executive Director position. The OUNC can elect to go with an employee or a contractor. The pros and cons of each were discussed. The committee is planning on going down the path of hiring a contractor at this time.

Greg Snyder with One Call Concepts had been asked to supply possible options for posting the Executive Director position and providing a list of anyone in the industry that may be interested. Greg provided this information.

The next committee meeting will be Tuesday January 15th at 9am.

National Industry News: NULCA, CGA, Open Discussion: The CGA Conference will be held in March in Tampa Florida. The Board is looking for 2 members to volunteer to attend. Micah Brown made a motion to approve sending 2 board Members to the CGA Conference. Ryan Sandhu seconded the motion [Vote record 1-9-19-12](#)

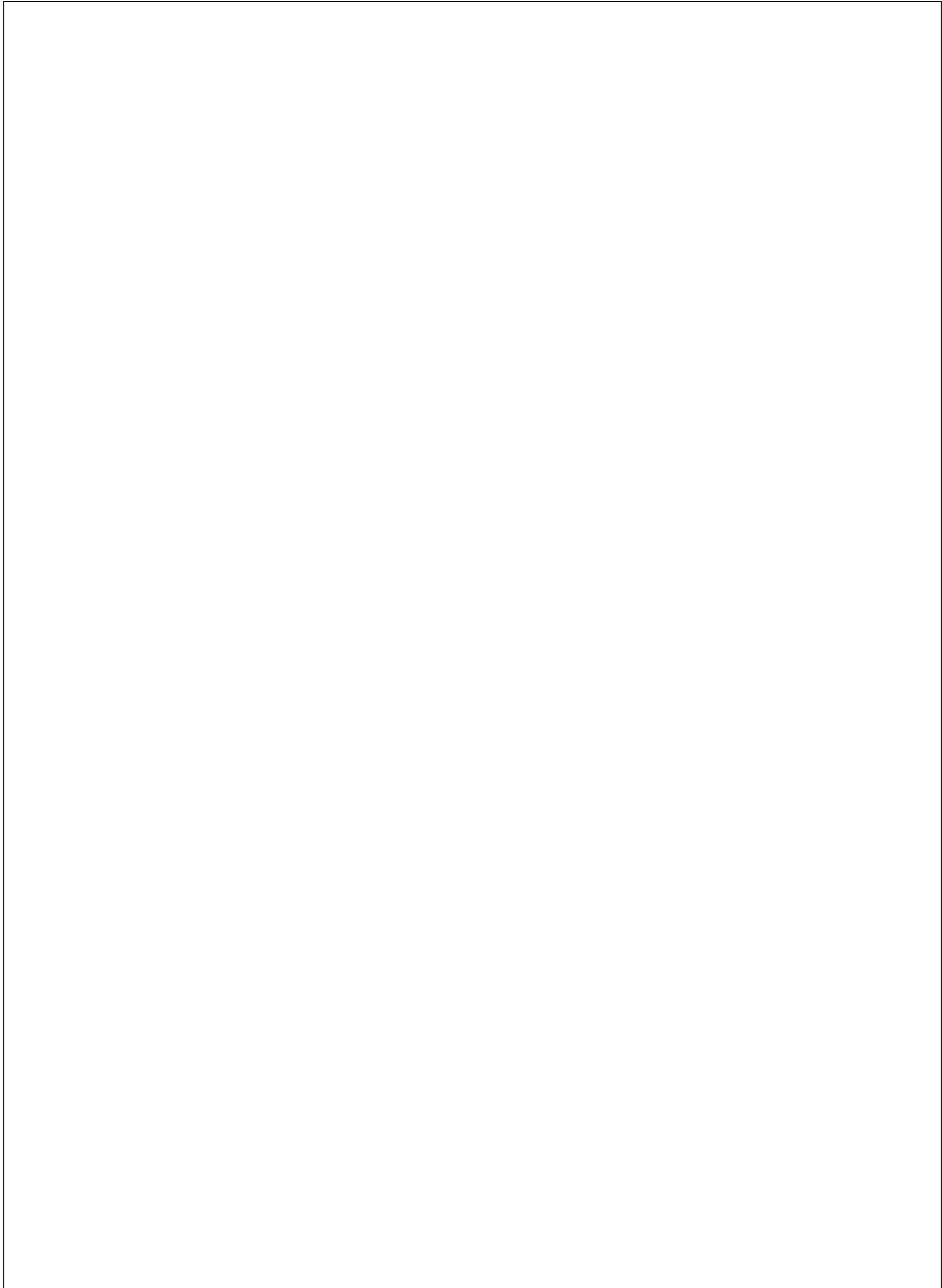
Old business: None

New Business: None

Good of the Order: None

Nate Rivera made a motion to adjourn the meeting. Mitch Burghlea seconded the motion. [Vote record 1-9-19-13](#)

Meeting Adjourned.



**Voting Record
Motion 1-9-19-01**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	N P	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 10

No = 0

Not Present = 6

**Voting Record
Motion 1-9-19-02**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-03**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-04**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-05**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-06**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-07**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-08**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-09**

N	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	N	Micah Brown NULCA	N	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	N	Geneece MacKay Regulated Electric	N	Fred Corona Interstate Natural Gas Pipeline
N	Joyce Nelsen Regulated Telecom <50K Access Lines	N	Scott Clement Cities Population >25K	N	Johnny Sapp ODOT	N	Mitch Burghlea Cable TV
N	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 0

No = 11

Not Present = 5

**Voting Record
Motion 1-9-19-10**

N	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	N	Micah Brown NULCA	N	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	N	Geneece MacKay Regulated Electric	N	Fred Corona Interstate Natural Gas Pipeline
N	Joyce Nelsen Regulated Telecom <50K Access Lines	N	Scott Clement Cities Population >25K	N	Johnny Sapp ODOT	N	Mitch Burghlea Cable TV
N	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 0

No = 11

Not Present = 5

**Voting Record
Motion 1-9-19-11**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 11

No = 0

Not Present = 5

**Voting Record
Motion 1-9-19-12**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 10

No = 0

Not Present = 6

**Voting Record
Motion 1-9-19-13**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
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Summary

Yes = 10

No = 0

Not Present = 6