

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Holiday Inn Express & Suites, River View #2, 204 West Marine Drive, Astoria OR, 97103 March 13, 2019

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

X	Nathan Rivera Municipal Electric	X	Chris Grissom Natural Gas Distribution	O	Micah Brown NULCA	O	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	O	Nathan Taylor Excavators	X	Genece MacKay Regulated Electric	O	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	X	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, Dawn Hickson – Clackamas County / OUCC, Kyle McCauley – Cascade Natural Gas, Kevin Hennessy – OPUC, Phil Boyle – OPUC, Larry Nelsen – Van Lee Contracting. Attending by phone: Joanna Valencia – Multnomah County

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

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the January 2019 meeting minutes as corrected. Scott Clement seconded the motion. **Vote record 3-13-19-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder showed the Board a prototype of the interactive calendar that shows the date a locate needs to be placed in order to be able to dig on a particular date. Greg advised that the prototype is based on an open source program and OCC is verifying if there would be any issues in using this open source material in this manner.

Greg noted that the addition of the 3 new questions to the ticket intake form is still in progress.

The call center received an email from the Central Oregon Irrigation District (District code COID01) requesting to have the \$500 cost limit exemption reinstated. After discussion Nate Rivera made a motion to add the exemption back onto their account. Johnny Sapp seconded the motion. **Vote record 3-13-19-02**

The call center also received an email from Shannon Thomas. Shannon is a homeowner and has their sewer line (which runs under a small road) registered with the call center. Shannon does not like getting the free format messages with meeting announcements, tariff proposals, etc. She would like to be excluded from receiving these types of messages. After discussion the Board concluded that the free format messages are the primary way they communicate with their members and the members are required to receive the information.

Greg also advised the Board that OCC had given the Board the check for \$5,000 to help sponsor the Hillsboro Hops baseball Team.

All Board Members had previously been emailed copies of the February 2019 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for February was 20,645 which is down 7.67% from February 2018. The ITIC percentage for February was 68.22% compared to 65.20% in February 2018. The incoming ITIC Mobile total for February was 253, down from 262 in 2018. The Average Speed of Answer (ASA) was 9 seconds for February 2019.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for February 2019.

Treasurer Report: Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for February 2019. Ryan Sandhu moved to accept the treasurer's report as presented. Genece MacKay seconded the motion. **Vote record 3-13-19-03**

There was discussion on the dollar amount that the Board should have in reserve. Johnny Sapp will look through the Policy and Procedures documentation to see if an exact amount is mentioned.

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos. Scott thanked those Board members that were able to attend yesterday's OUNC Board Meeting

Vice Chair Report: Micah Brown – No report

Treasurer Report: Joyce Nelsen – No report

Secretary Report: Ryan Sandhu – Ryan reported on access to the Board only portion of the OUNC website. Jen at Bent Metal suggested sending a link to each Board Member to use for this access over providing a link on the website. Folders for contracts, etc. would be available on the site. Send any files to Kitty Davis and she will send them to Jen for posting.

PUC Representative Report: Lori Koho – No report

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce found the information regarding how much money the OUNC Board should have in reserve. There should be \$250,000 in case there is a need for the Board to continue providing a quality one-call service. Joyce noted that this policy was written prior to 2012 and the amount may need to be increased. Discussion followed. Nate Rivera suggested that this should be looked at through a joint Budget and Audit / Policy and procedures Committee to determine the current reserve needs. Frank Planton provided some background on how the dollar amount was decided. It is based on 3-6 months of charges from OCC for running the call center as the Board thought it would take at least 3 months to set up a center of their own if needed.

Contracts Committee: Shannon Potter: Scott Gallegos noted that there is a need for a new Contracts Committee Chair Person. After discussion Nate Rivera volunteered to be the interim Contracts Chair but Ryan Sandhu will keep the Executive Director's contract under the Executive Director Selection Committee.

Damage Reporting/Dirt: Lori Koho: Scott Gallegos gave an overview of the damage and root cause presentation that Dawn Hickson gave at the OUCC meeting yesterday. Discussion followed.

Mitch Burghlea would like to have the committee work on moving towards mandatory reporting. Additional discussion followed.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: No report

Policy & Procedures Committee: Johnny Sapp – No report

Publicity Committee: Fred Corona – Chair / Scott Clement – Interim Chair. Scott Clement reported that the first billboard ad is up and in place with the second location to be in place later this year.

Scott reported that the payment for the Starlight Parade has been made.

OCC has paid the OUNC for OCC's share of the Hillsboro Hops Baseball Team sponsorship. There has been no invoicing from the Hillsboro Hops yet. The committee had a meeting in January

The Alpha Media radio campaign is still in the works.

The committee has finished a draft of the Marketing RFP. The contract would be for three years with two, one-year extensions available. There is a provision that the contractor will need to attend two OUNC Board Meetings or two Committee Meetings. Proposals will be due by Friday May 3, 2019 with presentations at the June 11, 2019 OUNC Meeting in Redmond. Scott also went over the evaluation criteria. After discussion, it was decided that any suggested edits should be sent to either Scott Clement or Kitty Davis.

Enforcement: Micah Brown: Kitty Davis provided a handout titled Enforcement's – Statement of Purpose (See ATTACHMENT #1)

There was discussion on the need for additional information on the relationship between the OUNC and the PUC.

Phil Boyle and Kevin Hennessy reported there have only been approximately 7 complaints so far this year. Kevin noted that the PUC tracks a lot of the same information as DIRT tracks.

Training and Education Committee: Mitch Burghlea: Mitch reported that Kevin Bissell from the call center will be at the next Locator Training class to show the attendees the Oregon App. The committee will also be adding questions regarding the recent rule changes onto the attendee's questionnaire.

Clint Kalfell has been assigned to provide Excavator Safety Training and Clint will send his presentation to the Board prior to the training classes. This training is approved for continuation training credits.

Mitch advised the Board that the trifold project is still in progress and will be discussed at a meeting scheduled for next week.

Scott Gallegos advised that the on-line Excavator Training Program, developed by several facility owners earlier this year, is close to being ready to hand off to the OUNC. This training also qualifies for continuation training credits.

Membership: Lori Koho: Scott Gallegos, with Nate Rivera's help, has been working on a draft of a letter to the Governor's Office to try to get some movement for those waiting for appointment to this Board. Phil Boyle noted that other Boards he is familiar with are also experiencing these same delays.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC held their quarterly meeting yesterday at this same location. There was discussion on the tax issues the OUCC is trying to resolve for all of their local UCC's.

Scott also noted that the OUNC could have involved the UCC's to help get the message out regarding the proposed tariff changes.

Executive Coordinator Committee: Ryan Sandhu: Ryan reported that the 2 main items for discussion are the RFP for the Executive Directors position and the tariff.

Ryan reported that the committee held a meeting yesterday and that he had talked with Sylvia from the Oregon Department of Justice (DOJ) regarding the RFP. Sylvia will have a formal redlined document available next week and the committee will meet again at that time. Ryan will send the document, with any changes suggested by Sylvia, to the Board members and anyone that wants to comment can join the next committee meeting. After discussion it was decided that if the DOJ gives their OK to the RFP and if the committee is comfortable with the document, and if there are no major changes that need to be made to the document, the committee would then have the final approval to post the position.

Ryan noted that the state's procurement website can also be used to post the RFP as well as on the OUNC website and being send out to all members as a free format message from the call center.

After discussion it was decided that the top 2-4 candidates would give presentations to the Board.

The call center sent out the free format message, which included the signed tariff increase proposal, on 2/18/19. The OUNC Board did not have anyone that wanted to provide testimony or anyone submitting comments in reply. Scott Gallegos noted that using the local UCC's to help get this message out would have been beneficial as well. Nate Rivera noted that he had reached out to his constituency regarding this proposed change.

Ryan Sandhu asked if anyone had any concerns or questions. There was discussion regarding the possibility of having small yearly or every other year increases to avoid large increases several years apart. There was also discussion regarding the \$500 limit on costs per year for some members as well as the fewer than 15,000 subscribers exemption for some members. The committee recommended that the Board should move forward with the proposed tariff increase effective 7/1/19. Joyce Nelsen made a motion to move forward with the 15 cent increase in the per ticket costs to the members effective 7/1/19. Tim Smith seconded the motion. **Vote record 3-13-19-04**

National Industry News: NULCA, CGA, Open Discussion: The OUNC will be sending Scott Gallegos and Nate Rivera to the CGA conference in Tampa Florida this March

Old business: None

New Business: None

Good of the Order: Joyce Nelsen reported that after she placed a locate ticket she received an email from a company offering private locating services.

Johnny Sapp requested the call in information for next months Board Meeting in Ontario Oregon

Nate Rivera made a motion to adjourn the meeting. Scott Clement seconded the motiopr. **Vote record 3-13-19-05.**

Meeting Adjourned.

**Voting Record
Motion 3-13-19-01**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	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 3-13-19-02**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	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 3-13-19-03**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	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 3-13-19-04**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	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 3-13-19-05**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	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

Enforcement's - Statement of Purpose

Statement of Purpose: Provides a reporting and process engagement role between the Oregon Public Utility Commission (OPUC) and the Oregon Utility Notification Center (OUNC) Board of Directors regarding alleged violation(s) of the Oregon dig laws. It is the Enforcement Committee's purpose to be aware of all complaints filed and remain engaged to support the OPUC in the investigative and enforcement process. It is also the Enforcement Committee's objective to gather and report on all necessary information regarding filed complaints to aid the OUNC Board of Directors in damage prevention and public safety efforts.