

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clarion Inn, Lewis & Clark meeting room,, 1249 Tapadera Ave, Ontario OR, 97914 April 10, 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	O	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	O	Nathan Taylor Excavators	X	Geneece MacKay Regulated Electric	O	Fred Corona Interstate Natural Gas Pipeline
X	Joyce Nelsen Regulated Telecom <50K Access Lines	P	Scott Clement Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
P	Ryan Sandhu Special Districts	O	John Norrena Public Utility Districts	O	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, Kitty Davis – OUNC Administrative and Outreach Coordinator, Kyle McCauley – Cascade Natural Gas, Attended by phone: Phil Boyle – OPUC.

Introductions: Micah Brown welcomed everyone to the meeting and introductions were completed.

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the March 2019 meeting minutes. Geneece MacKay seconded the motion. Vote record 4-10-19-01.

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that the deployment of the interactive calendar had received the go ahead from OCC. Nate Rivera made a motion to add the calendar to the OUNC website with a link to be added onto the Oregon App. Joyce Nelsen seconded the motion. [Vote record 4-10-19-02](#)

Greg advised the Board that the March invoice included a one time charge of \$516.60. This charge is to reimburse OCC for money that will not be paid by Central Oregon Irrigation District (District code COID01) after they requested to have the \$500 limit exemption reinstated and applied retroactively back to January 1, 2019.

Greg also advised the Board that the call center received a request from another member, Rogue Valley Sewer Services (District codes BCVSA01 and 02) to have the \$500 exemption reapplied to their account. After discussion Joyce Nelsen moved to reinstate the \$500 exemption for Rogue Valley Sewer Services and to apply it retroactively after OCC verifies the amounts received so far from this member. If January, February and March bills were all paid it would be a refund of \$1,294.45. Tim Smith seconded the motion. [Vote record 4-10-19-03](#).

The Board was notified that the call center sent out the free format message announcing the tariff increase on 3/19/19.

Nate Rivera requested that OCC please allocate the necessary resources to completing the project to add the three new questions onto the ticket request forms. Greg Snyder said he would pass the information on to those within OCC that could move the project forward.

Micah Brown brought up the issue of tickets being placed as emergency locates when the request was not actually an emergency. He will put this topic on the OAR Committee agenda for discussion. Greg Snyder also noted that the call center is adding verbiage regarding emergency tickets into the online ITIC system.

Mitch Burghilea said he noticed an issue with Pre-Survey tickets regarding the Work To Begin Date. He will email some ticket examples to Greg for review.

All Board Members had previously been emailed copies of the March 2019 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for March was 27,463 which is down 17.67% from March 2018. The ITIC percentage for March was 64.09% compared to 62.34% in March 2018. The incoming ITIC Mobile total for March was 306, down from 343 in 2018. The Average Speed of Answer (ASA) was 37 seconds for March 2019.

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

Treasurer Report: Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for March 2019. Nate Rivera moved to accept the treasurers' report as presented. Geneece MacKay seconded the motion. [Vote record 4-10-19-04](#)

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos. No report

Vice Chair Report: Micah Brown – No report

Treasurer Report: Joyce Nelsen – Joyce noted that next month’s Board Meeting is in Wilsonville and she would like to get Scott Gallegos’s name added and Nate Rivera’s name removed from the OUNC CD account.

Secretary Report: Ryan Sandhu – No report.

PUC Representative Report: Lori Koho – No report

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce is going through old OUNC Board resolutions for information regarding how much money the OUNC Board should have in reserve. She found that in 2000 there it was noted there should be \$250,000, in 2002 she found notes that there should be \$150,000, and in 2003 she found reference that the fund could go below \$200,000 if needed. She has made it to 2011 and will keep researching.

Contracts Committee: Nate Rivera: Nate reported that he had reviewed the RFP for Marketing.

Damage Reporting/Dirt: Lori Koho: No report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown: Micah will try to schedule a committee meeting in May

Joyce Nelsen reported that she has received an invoice for \$900 from Diane Davis for her services.

Policy & Procedures Committee: Johnny Sapp – Johnny noted that as John Norrena is no longer participating, he would like to get a third person on the committee. Johnny will try to schedule a committee meeting in the next few months.

Publicity Committee: Scott Clement – Interim Chair. Scott reported that last week Kitty Davis sent out the final draft of the RFP for Marketing Services after getting input and suggestions from the Board members. This will be a three-year contract with two, one-year extensions. The top 2 vendors will give 20-minute presentations at the June Board Meeting.

Scott Clement made a motion for the Board to accept the RFP for marketing Services with presentations at the OUNC Board Meeting on June 11, 2019. Johnny Sapp seconded the motion. **Vote record 4-10-19-05.**

During discussion of the motion Ryan Sandhu noted that the RFP was sent to the DOJ for review.

Nate Rivera advised that the OUNC Board could send out an addendum to the RFP to all of those responding if the DOJ provides feedback that changes should be made to the RFP.

Scott reported that the OUNC would have the 811 Car at the Starlight Parade. Nate Rivera asked Greg Snyder to check if an OUNC Board Member would be able to drive the 811 Car in the parade with Frank Planton in the passenger seat.

Enforcement: Micah Brown: Micah would like to work on the Statement of Purpose on enforcement. Micah and Scott Gallegos were to have a meeting with Lori Koho, Kevin Hennessy, and Mike Grant to discuss this topic but the meeting has to be rescheduled.

Training and Education Committee: Mitch Burghlea: Mitch reported that the Locator Training classes are full.

Mitch also advised that the tri-fold brochure has been sent to the OCC Creative Team.

Clint Kalfell will be presenting Excavation Safety Training Classes. The presentation will be owned by the OUNC. The training packet will include a survey for each attendee to provide feedback.

Micah Brown sat in on part of the Locator Training class and would like to attend the next Training and Education Committee Meeting to discuss possible changes to the material being presented.

Membership: Lori Koho: Nate Rivera reported that Scott Gallegos has composed a letter to the Governor regarding the appointments to the OUNC Board. Nate Rivera and Ryan Sandhu reviewed the letter.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. No report

Executive Coordinator Committee: Ryan Sandhu: Ryan reported that he had to cancel yesterday's scheduled committee meeting as he had not received the DOJ feedback yet. He has now received a 9-page memo from the DOJ and needs to get DOJ approval before discussing the information with the Board. This is to maintain attorney / client privilege. The RFP will not be released on schedule but Ryan is working with the DOJ. He will try to set up a committee meeting in the near future. Micah Brown noted that he had run into this issue during the OAR changes.

Nate Rivera asked Ryan to verify that the DOJ sees the OUNC Board as the client and not Ryan as an individual. Also, if the OUNC Board can go into Executive Session to discuss the advise from the Boards legal council.

An Executive Session can be scheduled for next months Board Meeting between the Officers Reports and the Committee Reports.

National Industry News: NULCA, CGA, Open Discussion: None

Old business: None

New Business: Kitty Davis has asked the Executive Board to help sponsor the Vancouver Dozer Days. There are no Oregon Dozer Days events scheduled until 2020. The Oregon 811 trailer will be at this event as well. Kitty recomends a \$500 sponsorship from the Training and Education Budget. After discussion nate Rivera made a motion for the OUNC Board to provide \$500 in sponsorship of the Vancouver Dozer days and to have the Oregon 811 trailer present at the event. Tim Smith seconded the motion. **Vote record 4-10-19-06.**

Good of the Order: Mitch Burghelea noted that Comcast is now using USIC as their locating company.

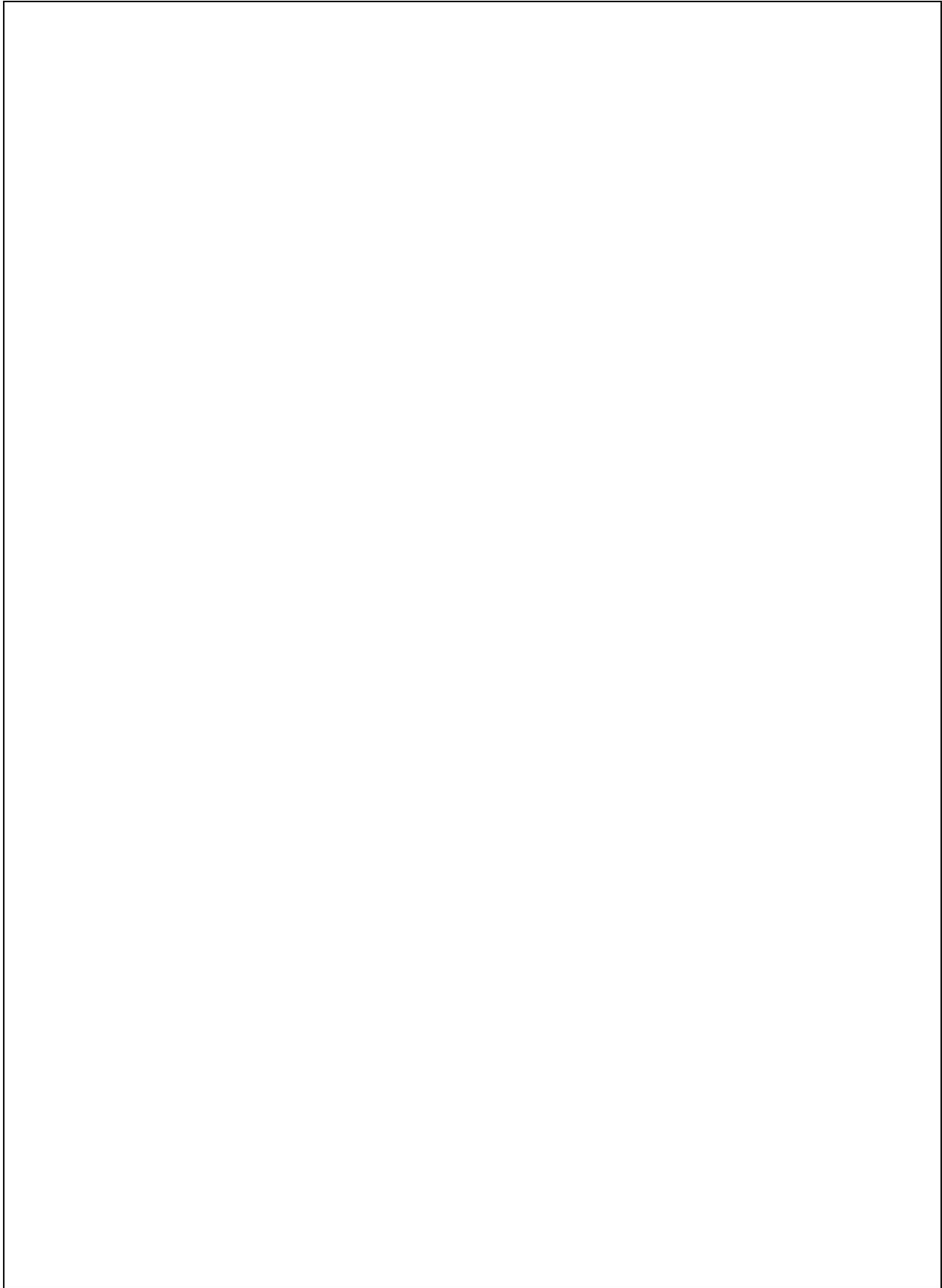
Johnny Sapp asked if it would be possible to use something other then conference calling when Board Members want to attend the meeting remotely. Kitty Davis will look into a better quality system, possibly a Polycom System or Join Me system.

Ryan Sandhu asked if Greg Snyder had received the proposed language regarding the new tariff and ticket prices Ryan sent out, and if so could Greg get that added onto Aprils, May and June's invoices sent out by OCC. Greg advised he had the verbiage and would send the information to the OCC Billing Office and he will also ask to have Jen with Bent Metal Design (the web service company for the OUNC Board) add the same language onto the OUNC website.

The next OUNC Board Meeting will be held on Wednesday May 8th, 2019.

Nate Rivera made a motion to adjourn the meeting. Geneece MacKay seconded the motion. **Vote record 4-10-19-07.**

Meeting Adjourned.



**Voting Record
Motion 4-10-19-01**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	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	N P	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 = 7

No = 0

Not Present = 9

**Voting Record
Motion 4-10-19-02**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	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	N P	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 = 7

No = 0

Not Present = 9

**Voting Record
Motion 4-10-19-03**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	N P	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	N P	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 = 8

No = 0

Not Present = 8

**Voting Record
Motion 4-10-19-04**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	N P	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 = 9

No = 0

Not Present = 7

**Voting Record
Motion 4-10-19-05**

N	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	N	Johnny Sapp ODOT	N	Mitch Burghlelea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	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 = 6

No = 3

Not Present = 7

**Voting Record
Motion 4-10-19-06**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	N P	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 = 9

No = 0

Not Present = 7

**Voting Record
Motion 4-10-19-07**

Y	Nathan Rivera Municipal Electric	N P	Chris Grissom Natural Gas Distribution	Y	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	N P	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 = 9

No = 0

Not Present = 7