

**FINAL Meeting Minutes  
OREGON UTILITY NOTIFICATION CENTER  
BOARD OF DIRECTORS**

Meeting Minutes, Eagle Crest Resort, Conference Center – Room B, 1522 Cline Falls Hwy, Redmond OR, 97756, June 12, 2019

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

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

Others in attendance were: Greg Snyder – OCC, Frank Planton – OCC, Kitty Davis – OUNC Administrative and Outreach Coordinator, Melanie Lewis – PPL, Kevin Hennessy – OPUC, Dawn Hickson – Clackamas County, Linda Burger – Avista, Kyle McCauley – Cascade Natural Gas, Ryon Kershner – Roseburg Urban Sanitary Authority, Larry Nelsen – Van Lee Contracting, Shannon Potter – CenturyLink.

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

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**Adopt Previous Board Meeting Minutes:** Mitch Burghlea moved to accept the May 2019 meeting minutes as corrected. Scott Clement seconded the motion. **Vote record 6-12-19-01.**

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**Open Testimony: None**

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**Presentation:** Shannon Potter received the Boards thanks and was presented with a plaque for her many years of service on the OUNC Board.

**OUNC Operations Report:** Greg Snyder reported that there had been an incoming line outage at the call center last night. All services have been restored and the center was able to open as usual and on time. The outage appears to have been caused by a 3<sup>rd</sup> party connection.

Greg Snyder showed the OUNC Board three options of graphics for the interactive dig date calendar that were provided by the OCC Creative Team. The graphics would be placed on the scroll bar at the top of the home page on the OUNC website. After discussion the Board decided on the color scheme and requested a couple of changes. This will be referred back to the Creative Team to make those changes.

Greg advised the Board that the call center is in the process of testing with all members to verify they will be able to receive tickets once the 3 new questions are added to the ticket intake form. The center is also testing for the new 2 Full Business Day Header Code at this same time. OCC Systems continues to work on completing the remaining items associated with this project.

The Board was notified that the issue where Pre-Survey tickets that were placed on a Friday were showing an incorrect Work To Begin date has been resolved.

Greg Snyder advised the Board that the OCC Users Group Meeting will take place September 24-26 in Portland. If anyone has a suggestion on topics for discussion at the conference to please contact Greg.

Greg had previously sent Scott Gallegos and Joyce Nelsen a letter received at the call center from Mapleton Water District under their district code of MWD01. They were disputing the charges for receiving over 50 tickets in 2018. In the letter they noted they had received several tickets that were out of their area. Greg Snyder reviewed all tickets this member received in 2018 and found that there were several tickets that were out of the members coverage area but were included based on the way the dig site area was mapped. If those tickets were removed from their billing they would have fallen under the 50 ticket limit. After discussion Joyce Nelsen moved to credit the amount due of \$67.32 for Mapleton Water District. Tim Smith seconded the motion. **Vote record 6-12-19-02**. The call center will draft a letter to be sent to the member, after receiving Board approval.

All Board Members had previously been emailed copies of the May 2019 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for May was 32,606 which is up 0.21% from May 2018. The ITIC percentage for May was 59.40% compared to 59.26% in May 2018. The incoming ITIC Mobile total for May was 513, up from 388 in 2018. This is the largest number of ITIC Mobile since the feature went online The Average Speed of Answer (ASA) was 36 seconds for May 2019.

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

**Presentation** – A representative from Pacific Marketing gave a presentation in response to the RFP for a vendor to provide promotional materials to the OUNC.

**Treasurer Report:** Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for May 2019. Scott Clement moved to accept the treasurers' report as presented. Geneece MacKay seconded the motion. **Vote record 6-12-19-03**

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**Board of Directors Officer's Reports:**

**Chair's Report:** Scott Gallegos. No report

**Vice Chair Report:** Micah Brown – Micah noted that on the OUNC website under News and Events is a listing for a Damage Prevention Forum. After discussion it was determined it was a one time event that took place 4-5 year ago and should be removed from the website. Nate Rivera moved to have this item removed from the OUNC website. Micah Brown seconded the motion. **Vote record 6-12-19-04**

**Treasurer Report:** Joyce Nelsen – No report

**Secretary Report:** Ryan Sandhu – No report.

**PUC Representative Report:** Phil Boyle – No report

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**Executive Session:** The OUNC Board met in executive session in accordance with ORS 192.660.2(a).

**Committee Reports:**

**Budget and Audit Committee:** Joyce Nelsen: Joyce reported that Scott Gallegos signed the papers for the audit review.

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**Contracts Committee:** Nate Rivera: No report

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**Damage Reporting/Dirt:** No report. It was discussed that this committee needs a new Chairperson.

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown: Micah reported that the committee met via a conference call last month.

Micah brought up an issue in the new Standards Manual after rule 952-001-0020. After discussion Tim Smith made a motion to correct a longstanding oversight after rule "100" was added. The change will be to adjust "952-001-0001 through 952-001-0090" in paragraph one to reflect all OAR's and should read "952-001-0001 through 952-001-0100". Nate Rivera seconded the motion. **Vote record 6-12-19-05**

Micah is looking into the cost for getting the Standards Manual translated into Spanish and will get quotes from several vendors for the translations services. Nate Rivera suggested using someone with technical expertise to review the translation.

Micah noted that the committee is looking into mandatory white painting for excavators only, not homeowners. There should also be consideration regarding the removal of paint.

Micah would like to see if the OUNC Board could get an update, within the next year, on when OCC will have ITIC next available in Oregon. Greg Snyder with OCC said he would relay the information to the corporate offices.

At the last committee meeting the issue of Wild land fire tickets was discussed. The committee asked the Board if they felt it was the Board's obligation (under 757.552 (1)) and if OCC is contracted to process notifications. Currently customers can call in an Emergency ticket when they need locates for a wildfire. Kevin Hennessy with the PUC will look into the issue to see if those types of requests should be going through OEM.

There was discussion on the length (size of locate area) that should be allowed on a ticket. Greg Snyder at the call center agreed to check with the other states that OCC serves to see what, if any, restrictions they may have.

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**Policy & Procedures Committee:** Johnny Sapp – No report.

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**Presentation:** Representatives from Dormers gave a presentation in response to the RFP for a vendor to provide promotional materials to the OUNC.

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**Publicity Committee:** Scott Clement – Interim Chair. Scott led a discussion on the presentations from the 2 companies responding to the RFP for a vendor to provide promotional materials to the OUNC. He went over the criteria used and the scores for each company. After discussion Micah Brown made a motion to award the contract to Dormers. Tim Smith seconded the motion. **Vote record 6-12-19-06**. Once Dormers has signed a contract and Pacific Marketing has been advised the change in vendors should go into effect during the second week of July 2019.

Scott noted that Dozer Days was held in Vancouver and was a success.

The OUNC had the 811 Car in the Star Light Parade which approximately 325,00 people attended.

Scott reported that Sunday 7/14/19 will be Safety Day at the Hillsboro Hops Baseball game.

Kitty Davis is working with Alpha Media on some new 15 and 30 second radio ads.

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**Enforcement:** Micah Brown: Micah reported that committee members met with representatives from the Public Utility Commission (PUC) to discuss enforcement of the Oregon dig laws. The PUC must be able to investigate service quality issues and be able to maintain certification with USDOT. The PUC also recognizes the OUNC Board's need for information. The Board and the PUC will continue to work to devise a process to move forward.

**Training and Education Committee:** Mitch Burghlea: Mitch reported that there were approximately 91 attendees to the two Excavator Safety Training presented by Clint Kalfell. The total cost was about \$3,250. Feedback from attendees has been positive and Phil Boyle also attended and said the training was very good. The OUNC owns the training package.

Mitch showed a mock up of the tri-fold brochure being worked on by OCC's Creative Team. Discussion followed and a couple of changes should be made. Mitch will refer these changes back to the Creative Team

Micah Brown and Scott Gallegos will update Mitch on discussion with the locate trainer.

**Membership:** Scott Gallegos noted that this committee needs a Chairperson. Scott asked Phil Boyle if he would Chair the committee and Phil accepted the position.

Both Geneece MacKay and Chris Grissom will be stepping down at the completion of their terms.

**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos. Scott reported that the OUCC held it's quarterly meeting yesterday.

The local UCC's are still working through the issues with getting registered to file taxes as non-profits. The entire process could take longer and be more expensive then originally thought. Scott suggests creating a cheat sheet showing the UCC's their yearly responsibilities.

**Executive Coordinator Committee:** Ryan Sandhu: Ryan reported that this was discussed in Executive Session earlier today. The committee is still determining if they will go with an employee or a contractor to fill this position.

**National Industry News: NULCA, CGA, Open Discussion:** Scott Gallegos reminded the Board that the OCC Users Group Meeting will be held in September 2019 in Portland Oregon. He encouraged attendance since the meeting is being held locally this year.

**Old business:** Scott Gallegos gave an update on the online Excavation Safety Training presented to the OUNC by facility owners. The OUNC received the video, Kitty Davis got the CCB approval, NWN will be asking their contractors to take the training, and a Spanish version is in the works. There was also discussion on getting the message out about this program.

**New Business:** Scott Gallegos brought up providing new members and future members with a clothing allowance. After discussion Micah Brown made a motion for new members to receive a \$200 allowance when they become a Board Member then all future members will receive a \$100 annual allowance. The current Board Members that are voting on this proposal will not be eligible for either of these allowances. Tim Smith seconded the motion. [Vote record 6-12-19-07](#)

**Good of the Order:** Scott Gallegos advised the Board that he will take care of the Operations Report the OUNC Board is required to submit.

Nate Rivera asks that the Board consider having a lawyer attend Board Meetings to provide any needed legal advice.

Mitch Burghelea asks that new Board Members be provided with a copy of the strategic plan and information on the Executive Director position.

Scott Gallegos reported that Oregon (the OUCC) will be hosting the 2020 Joint States Meeting and that it will be held at Eagle Crest Resort.

The next OUNC Board Meeting will be held on Wednesday July 10h, 2019.

Nate Rivera made a motion to adjourn the meeting. Mitch Burghelea seconded the motion. [Vote record 6-12-19-08](#).

**Meeting Adjourned.**

**Voting Record  
Motion 6-12-19-01**

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

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 6-12-19-02**

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

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-03**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Chris Grissom</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>Y</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>N P</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>Y</b>	<b>Phil Boyle</b> OPUC	<b>Y</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Joanna Valencia</b> Counties		
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	<b>Open</b> Railroads		<b>Open</b> Contractors		Open Excavators		<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-04**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Chris Grissom</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>Y</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>N P</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>Y</b>	<b>Phil Boyle</b> OPUC	<b>Y</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Joanna Valencia</b> Counties		
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	<b>Open</b> Railroads		<b>Open</b> Contractors		Open Excavators		<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-05**

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

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-06**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Chris Grissom</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>Y</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>N P</b>	<b>Johnny Sapp</b> ODOT	<b>A</b>	<b>Mitch Burghlea</b> Cable TV
<b>Y</b>	<b>Phil Boyle</b> OPUC	<b>Y</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Joanna Valencia</b> Counties		
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	<b>Open</b> Railroads		<b>Open</b> Contractors		Open Excavators		<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 9**

**No = 1**

**Abstain = 1**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-07**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Chris Grissom</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
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	<b>Open</b> Railroads		<b>Open</b> Contractors		Open Excavators		<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**

**Voting Record  
Motion 6-12-19-08**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Chris Grissom</b> Natural Gas Distribution	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
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<b>Y</b>	<b>Phil Boyle</b> OPUC	<b>Y</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Joanna Valencia</b> Counties		
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	<b>Open</b> Railroads		<b>Open</b> Contractors		Open Excavators		<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 4**