FINAL Meeting Minutes

OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Hilton Garden Inn, 1000 Welcome Way, Medford, OR 97504 September 11, 2019

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

X	**Scott Gallegos** OUCC	X	**Micah Brown** NULCA	X	**Joyce Nelsen** Regulated Telecom <50K Access Lines	X	**Ryan Sandhu** Special Districts
X	**Nathan Rivera** Municipal Electric	X	**Don Moore** Natural Gas Distribution	X	**Melanie Lewis** Regulated Electric	O	**Fred Corona** Interstate Natural Gas Pipeline
O	**Tim Smith** Cities Population <25K	X	**Scott Clement** Cities Population >25K	X	**Johnny Sapp** ODOT	X	**Mitch Burghelea** Cable TV
X	**Phil Boyle** OPUC	O	**John Eckis** Telecom Cooperatives	X	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				Open Telecom >50K Access Lines

Others in attendance were: Stephen Rose – OCC, Kitty Davis – OUNC Administrative and Outreach Coordinator, Geneece McKay – Pacific Power, Larry Nelson – Van Lee Contracting , Jason Kennedy – ELM Utility Services, Dawn Hickson – Clackamas County, John Radonski – Locating Inc, Vern Dozier – Locating Inc, Pritpal Aujla – Utiliquest and Locating Inc, Linda Burger - Avista

Introductions: Scott Gallegos welcomed everyone to the meeting and introductions were completed. Scott asked the board to take a moment to recognize the events of September 11th. Scott also took a moment to recognize Geneece McKay for her tenure on the Board.

Safety Moment – Mitch Burghlea presented this month's safety tip on the importance of personal protective equipment such as safety glasses and the slogan of "You don't learn safety by accident". Nate Rivera asked Mitch to bring an example of safety glasses to the next board meeting.

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the August 2019 meeting minutes as submitted. Phil Boyle seconded the motion. Vote record 9-11-19-01.

Open Testimony:

Open Testimony 1 – Ryan Sandhu clarified that open testimony at the beginning of this meeting should include any comments or feedback about the proposed executive recruitment plan, timeline, or position description.

OUNC Operations Report: Steve Rose reported that the Creative Team with OCC completed the Interactive Calendar and Banner for the OUNC website and these files were passed on to the OUNC web designer.

The Call Center has completed contacting members for testing the addition of the 3 new questions to the ticket intake form and the change in Header Code from 48 Hours to 2 Full Business Days. The Call Center will also begin asking the 3 new questions on ITIC submissions on 09/12/2019. Scott Gallegos informed the board that he had spoken to OCC and agreed that going live on ITIC first was the way to go due to some staffing issues at the call center. The 3 questions will go live on calls in October.

Greg Snyder is still working on getting the documentation for Rodlund Road Community Water System. Once completed Greg will get in touch with Ryan Sandhu.

OUNC's per ticket rate went up in July of 2019 per the contract with OCC. Since the rate is tied to the CPI, which is not available until August, the rate has been retroactively applied to the August 2019 invoice. The base rate for the next 12 months of the contract can be increased by the greater of either 1.5% or the actual percentage increase in the CPI up to 2.75%. The increase at 1.5% equaled $0.08 per ticket. The increase using the actual percentage of increase in CPI came out to be 2.07% which equaled $0.11 per ticket. After review of the pricing increase for CPI this year, and while OCC could have adjusted the price per ticket by 2.07% under the terms of the contract, it was decided to only take the minimum increase of 1.5% or $0.08 per ticket.

Steve Rose mentioned that OCC's Users Group meeting is September 24th – 26th in Portland OR at the Nines Hotel.

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

Treasurer Report: Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for August 2019. Nate Rivera moved to accept the treasurers' report as presented. Mitch Burghelea seconded the motion. Vote record 9-11-19-09

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos. No report

Vice Chair Report: Micah Brown – Not Present

Treasurer Report: Joyce Nelsen moved to add Johnny Sapp, next years Treasurer to the Riverview Money Market and Checking Account. Ryan Sandhu seconded the motion. Nate Rivera followed up asking when the transition will officially occur. Joyce Nelson Replied that the transition will occur in January. Vote record 9-11-19-02.

Joyce Nelson moved to add Johnny Sapp to the Umpqua CD, account number 04992736173. Scott Clement seconded the motion. Vote record 9-11-19-03.

Secretary Report: Ryan Sandhu – Ryan wanted make the board aware that the paragraph on the first page of the agenda is recommended by the DOJ, Department of Justice, for transparency and will continue to remain on the agenda to ensure that the board continues to remain transparent. Wording of the statement will be reviewed by Ryan and the DOJ.

Ryan asked Steve Rose if the wording on members' invoices had changed from "the tariff is coming July 1, 2019" to "the tariff is in place". Steve was not sure but will double check with Greg Snyder Call Center GM.

PUC Representative Report: Phil Boyle – No report

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce reported that there is no new information on the budget. Joyce did mention that she was waiting on the amount of money they need for the Executive Director position to see how much money the board will have left.

Joyce mentioned that the ticket fee was raised and they received $40,000 more in July and $30,000 more in August.

Joyce mentioned that she was waiting on budgets for the Starlight parade and another Safety Summit from Training and Education.

Mitch Burghelea said that they are not planning on doing a Safety Summit in 2020.

Scott Gallegos mentioned that Oregon is hosting Joint States and the OUNC may want to be involved in that event.

Joyce stated she should have the budget ready by the December board meeting.

Nate Rivera asked what the procedure is to approve additional spending. Joyce replied that the board in the past made a motion and that the Policy and Procedure manual states that the Treasurer notes any

additional spending. Nate then asked what the board is doing with the extra revenue, asking if the additional money is being put into short term CD. Discussion followed.

Contracts Committee: Nate Rivera – Nate said that Ryan Sandhu sent over the contract from DOJ. Ryan said that there are two more interagency contracts coming. Nate asked Kitty Davis if all of the contracts were finalized with the transition to the new online vendor, Kitty said that they are done.

Damage Reporting/Dirt: Don Moore – Don still does not have access to the OUNC DIRT, but has inquiries sent in to gain access. Don informed the board that Dawn Hickson will be assisting him with DIRT reports until access is granted. Don also mentioned that he would like to coordinate the committee's first meeting.

Scott Gallegos informed Don that he is the administrator on the account and he will grant Don access. Discussion followed.

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

Publicity Committee: Scott Clement – Interim Chair. The OUNC store has officially been moved to the new vendor. There is new inventory in the store. An order was placed for orange and yellow beanie caps and an order was placed for 30,000 2020 dashboard calendars.

Scott informed the board that there is a radio and banner ad campaign with Alpha media that has been running since August and the Board will have Data from Alpha Media in October from the campaign.

Kitty Davis and Scott will be scheduling the Publicity meeting for the end of September.

Scott informed the Board that they provided Ditch Witch with 811 materials for their open house. He also let the Board know that the 811 Trailer and booth will be at NW Natural's Get Ready Oregon City event.

Scott informed the Board that the permanent chair, Fred Corona, will return in one to two months.

Policy & Procedures Committee: Johnny Sapp. Johnny reported that the bylaws were reviewed line by line at the previous committee meeting. Johnny sent out the Bylaws Draft for the board to review. Lengthy discussion followed.

During discussion changes made were:
Change throughout the document from the label of "The Center" to "The OUNC".

Change in article V amendments to a two thirds affirmative vote of currently filled seats of the Board of Directors is required in order to adopt ne bylaws or amend or repeal existing bylaws.
Change in article II section 2, meetings, A Board member who fails to attend three Board meetings in a twelve-month period shall be subject to removal by the Executive Committee.
Changes throughout the document to grammar and spelling.

Nate Rivera asked if it was required to notify the public prior to an approval vote. After discussion it was determined to send the bylaws to the DOJ for determination of whether or not the document needs to be shown to the public before approval.

Publicity Committee: See Publicity Committee report

Enforcement: No report

Training and Education Committee: Mitch Burghelea: Mitch noted that the committee will be extending the contract of the current locator trainer through next year. Mitch also noted that the trainer will double the number of classes for the same price, approximately $20,000.

Mitch will be working with Clint Kalfel to setup safety excavation classes next year.

There will be no safety summit from the OUNC in 2020 as another company is doing a summit.

Membership: Phil Boyle: Phil reported that there are two new members in Melanie Lewis and Conner Toney.

Conner Toney will be taking over the Excavators seat on the Board and mentioned that he is the Safety Director for Lovett INC. Kitty Davis informed the Board that Conner is joining the Training and Education and Publicity committees.

Melanie Lewis has taken over the Regulated Electric seat on the Board and mentioned that she is with Pacific Power in the Contract Management division.

Phil informed the Board that there are still open seats that they are working on filling. There is an application in to fill the Telecom over 50,000 lines seat from Jessica Eply from Frontier Communications.

Phil mentioned that he did some outreach to the Rural Electric Co-Op and the association of Counties to fill the vacant seats, he noted that both have put forth someone to fill those seats on the Board. He has not received any response from the PUD Association. Following the nominations, he has solicited, there will be four open seats left. The open seats will be; National Telecom Damage Prevention, Railroads, Contactors, and the PUD. Discussion followed on recruitment.

Phil would like to schedule a committee meeting to discuss targets for Board seats, the possibility of eliminating one of the Board seats, and term limits for board members as there is nothing in the statute that limits the amount of terms for a Board member.

Ryan Sandhu mentioned that he would like to nominate Dawn Hickson for the County position on the Board. Phil told Ryan that he would mention that to the association of Counties.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Meeting was cancelled on 09/10.

Scott brought up that OUCC will be hosting Joint States in 2020 and is asking the Board to assist financially. Discussion followed.

Scott mentioned that this event could be an OUNC event instead of an OUCC event and any additional revenue would return to the OUNC.

Nate Rivera moved to allocate not to exceed $10,000 to the Joint States Conference held in September 2020. Scott Clement seconded the motion. Vote record 9-11-19-04

Executive Coordinator Committee: Ryan Sandhu: Ryan mentioned that DOJ asked the Board to allow for public comment on the recruitment of an Executive Director. He also mentioned that there were three parts to the plan in the packet; a recruitment plan, criteria for the OUNC Director, and the State format for a position description. Discussion of the Executive Director position followed.

During discussion it was decided that interview panel will be the Executive Committee. Once the committee narrows the candidates down, they will make their recommendation to the Executive Director Selection Committee, then they will be brought before the Board. Ryan said that they will add that DAS and the selection committee will handle/review first round selection and the virtual interviews. There was also the addition of veteran's preference to the application process

Ryan told the Board that the "Criteria for OUNC Executive Director" piece of the packet remains unchanged except the change to reflect the 22-member board and the change from government budget to budget.

Ryan mentioned that there was a change to section four of the position description adding OUNC Board and committee meetings. Nate Rivera asked about section nine whether or not there will be a supervisory component to the position. Ryan said that it was decided in committee that would be addressed later if the Board decides there is a need for the Director to have a supervisory component. Nate then asked if Ryan knew whether that supervisory component would affect the class and compensation, Ryan said that he did not know but would reach out to Kyle Weraky with DAS. Phil Boyle mentioned that he did not believe a supervisory component would change compensation.

Ryan asked that the Board considers the compensation at the current meeting in order to allow Kyle to complete the position description. Nate asked if there would be a "not to exceed" number. Discussion followed. It was determined that the not to exceed number will be $200,000.

Don Moore mentioned that the Board should have policies and procedures in place prior to hiring the new Executive Director. Discussion followed.

Scott mentioned that there might be a possible change to the tariff as the Executive Director position evolves and any extra education/training. Discussion followed.

Nate Rivera moved to adopt the amended timeline plan for recruitment. Don Moore seconded the motion. Vote record 9-11-19-05

Nate Rivera moved to accept the Executive Director criteria as stated. Phil Boyle seconded the motion. Vote record 9-11-19-06

Nate Rivera motioned to accept the position description for the Executive Director as stated. Scott Clement seconded the motion. Vote record 9-11-19-07

Nate Rivera motioned to authorize the Executive Director Selection Committee to proceed if the full compensation package is less than $200,000. Scott Clement seconded the motion. Vote record 9-11-19-08

National Industry News: NULCA, CGA, Open Discussion: Kitty Davis mentioned the OUNC has been featured in the CGA newsletter for seven out of the last ten that have come out.

Scott Gallegos reminded everyone that One Call Concepts User's Group is in two weeks in Portland OR and the Board will be sponsoring Nate Rivera for the conference.

Old business: The Strategic Plan approval is ongoing.

New Business: None

Good of the Order: None

Scott Gallegos made a motion to adjourn the meeting. Phil Boyle seconded the motion. Vote record 9-11-19-10

Meeting Adjourned.

Voting Record
Motion 9-11-19-01

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 11
No = 0
Not Present = 4

Voting Record
Motion 9-11-19-02

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 11
No = 0
Not Present = 4

Voting Record
Motion 9-11-19-03

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 11
No = 0
Not Present = 4

Voting Record
Motion 9-11-19-04

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 11
No = 0
Not Present = 4

Voting Record
Motion 9-11-19-05

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines		**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	YY	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 10
No = 0
Not Present = 5

Voting Record
Motion 9-11-19-06

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 10
No = 0
Not Present = 5

Voting Record
Motion 8-14-19-07

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 10
No = 0
Not Present = 5

Voting Record
Motion 9-11-19-08

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	N	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 9
No = 1
Not Present = 5

Voting Record
Motion 9-11-19-09

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 10
No = 0
Not Present = 5

Voting Record
Motion 9-11-19-10

Y	**Scott Gallegos** OUCC	NP	**Micah Brown** NULCA	Y	**Joyce Nelsen** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
Y	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	NP	**Fred Corona** Interstate Natural Gas Pipeline
NP	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	NP	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	NP	**John Eckis** Telecom Cooperatives	Y	**Conner Toney** Excavators		
	Open Counties		**Open** National Telecom Damage Prevention		**Open** Electric Cooperatives		**Open** Public Utility Districts
	Open Railroads		**Open** Contractors				**Open** Telecom >50K Access Lines

Summary
Yes = 10
No = 0
Not Present = 5