

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College, Wilsonville Training Center, 29353 SW Town Center Loop E, Wilsonville
 OR 97070 December 11th, 2019

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

X	Scott Gallegos OUCC	O	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	O	Melanie Lewis Regulated Electric	O	Fred Corona Interstate Natural Gas Pipeline
X	Tim Smith Cities Population <25K	O	Scott Clement Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Phil Boyle OPUC	X	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, Lynsay Demko – Cascade Natural Gas, Michael Rukavina – USIC, Cheryl Fletcher - Dormers, Dawn Hickson – Clackamas County

Introductions: Scott Gallegos welcomed everyone to the meeting and introductions were completed. Scott then introduced the winner of the first recipient of the annual Jarrod Morrison Award to Brian Baxter with NW Natural.

Safety Moment – John Eckis – The importance of safety lights with the decreased visibility and the importance of utilizing them in traffic.

Adopt Previous Board Meeting Minutes: Kitty Davis pointed out that there was one change under publicity the dollar amount is 25,000 not 50,000. Phil made a motion to accept the minutes as amended. Tim Smith seconded the motion. **Vote record 12-11-19-01.**

Open Testimony: None

OUNC Operations Report: Steve Rose reported that at last months meeting there was discussion on why ITIC Mobile numbers are declining. It was noted that members needed to re-register when using the OR App. Steve noted that Greg Snyder, One Call Concepts (OCC) General Manager, went over this issue with Adam Franco, OCC Director of Operations, and Adam will look into this issue. It could also be a problem with how the ITIC Mobile tickets are being tracked since the App update required by Apple.

Steve asked the Board if there should be a change to where the call center should send RAA forms now that the Enforcement Committee has been dissolved. The Call Center currently mails all RAA forms, documentation, and any ticket number possibly associated to the PUC and emails the information to Micah Brown. The Board determined that those emails should now go to Don Moore.

At last months Board meeting Greg reported there were several items with members that he wanted to bring to the Board's attention. An email with that information was recently sent to all Board Members.

OUNC Billing & Aging Report: All Board Members were previously 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 November 2019. Phil Boyle moved to accept the treasurers' report as presented. John Eckis seconded the motion. **Vote record 12-11-19-02**

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – Thanked everyone with their assistance with creating the Jarrod Morrison Award.

Vice Chair Report: Micah Brown – Not Present

Treasurer Report: Joyce Nelsen – No Report.

Secretary Report: Ryan Sandhu – Ryan thanked everyone for assisting with creating the Jarrod Morrison Award and thanked Scott for presenting the award.

PUC Representative Report: Phil Boyle – No report

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce reported that the audit from last month was put on the Dig Safely Oregon Transparency page.

Joyce mentioned that the Board's income is up \$116,000 from 2018 to 2019 due to the increase in ticket price for the Director Position.

Johnny Sapp thanked Joyce for all of her assistance as Treasurer and future assistance as he is transitioning to the Treasurer role in 2020.

Contracts Committee: Nate Rivera – One Call Concepts contract expires December 31st, 2020. Scott Gallegos mentioned that this should be tabled for next month at the Executive Session.

Damage Reporting/Dirt: Don Moore – Don informed the Board that he has worked with Dawn Hickson and Lynsay Demko to compile the data and both Dawn and Lynsay will present their findings.

Dawn Hickson gave a presentation on Damage stats found within Dirt. Discussion followed.

Lynsay Demko gave a presentation on Damage stats found within Dirt and how Cascade Natural Gas uses these stats to advertise Digging Safely. Discussion followed.

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

Publicity Committee: Kitty Davis – Kitty met with the director of Sunday Parkways in Portland to see about blocking a street to do Public Awareness for 811.

Policy & Procedures Committee: Johnny Sapp - Johnny recapped the purpose of the committee and the decision to make changes to the Board bylaws.

Johnny told the Board that the Department of Justice made recommended changes to the bylaws and are noted below. Discussion followed.

During discussion changes made were:

Change in article II section 2, meetings, A Board member who fails to attend three Board meetings in a twelve-month period may be requested to resign by the Executive Committee.

Change in article II section 5, conflict of interest, A Board member shall declare an actual conflict of interest or potential conflict of interest and abstain from participating in discussion, debate, or voting on those topics.

Change in article III, funds, The funds of the OUNC shall be deposited as the Board of Directors designates; such deposits must be with a financial institution of high credit quality.

Changes throughout the document to grammar and spelling.

Joyce motioned to accept the bylaws as amended. John seconded the motion. **Vote record 12-11-19-03**

Publicity Committee: See Publicity Committee report

Enforcement: No report

Training and Education Committee: Mitch Burghelea - Mitch noted that the 811 brochures and pocket aides are being translated into Spanish and will be available mid-January.

Mitch brought up the idea of creating an OR 811 calendar for 2020 that would include all Board meetings/events and their location, trainings, etc. It was determined that this should be done next year as it is a bit late to send out a calendar for 2020.

Mitch noted that the 2020 Locator training is scheduled. There were 80 participants in 2019 and the 1st classes of 2020 will be on February 11th and 12th at NW College of Construction.

Mitch noted that they are planning 8 Excavator Safety training classes in 2020. These classes were held by the Board for the first time in 2019 and had 177 participants.

Membership: Phil Boyle: Phil reported there is no update from the Governor's office for Jessica Eply's appointment to the Board.

Phil reported Dawn Hickson will be applying for the Counties seat soon.

Phil informed the Board there is no word from OTA for a replacement candidate for Joyce. Joyce noted that Scott Crosby, Cascade Utilities, will be their recommendation.

Phil mentioned that there is no word from Oregon Co-op association for a recommendation.

Phil mentioned that there has been no contact/response from the OR PUD association for a recommendation.

Phil mentioned there would be a committee meeting in January to look into the 2-term limit on Board membership.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos – Scott informed the Board of the goal to hire a CPA to fix UCC tax issues and exempt statuses. He mentioned that it was decided that Kitty Davis will be a liaison for all UCCs to handle tax issues.

Scott mentioned the next OUCC meeting is in March in Hood River. This meeting will potentially be a full day meeting to have the local councils work with a CPA.

Scott informed the board that the elections for officers on the OUCC were as follows:

President – Scott Gallegos

Secretary – Lynn Dietering

VP/Treasurer – Dawn Hickson

Executive Coordinator Committee: Ryan Sandhu – Ryan mentioned that the Board is behind in the selection process.

Ryan mentioned that the committee discussed the current timeline and made the following decisions:

Budget will be \$190,000.

Recruitment will be assisted by Kyle Weraky with DAS.

HR assistance is set though Janet Comey's office.

Payroll is in process.

Committee determined Kitty Davis can assist Ryan with keeping up with the current timeline.

The recruitment posting should be posted by the last week of January 2020.

National Industry News: NULCA, CGA, Open Discussion: Scott Gallegos mentioned that CGA is in Palm Springs in March 2020 and asked if anyone was planning on going other than himself.

Scott Gallegos then let the board know that they usually sponsor a few Board members to go to the conference and he would also like the Board to sponsor Kitty Davis to go to the conference.

Old business: Scott Gallegos asked if all the Board members had reviewed the Strategic Plan and that this document will remain under the Board only documents. Tim Smith made a motion to adopt the Strategic Plan as written. Ryan Sandhu seconded the motion. [Vote record 12-11-19-04](#)

New Business: Joyce Nelsen mentioned that Staking U is doing a 2-day training in Albany this year. They are charging \$740 per person.

Good of the Order: None

Phil Boyle made a motion to adjourn the meeting. Mitch Burghelea seconded the motion. **Vote record**
12-11-19-05

Meeting Adjourned.

**Voting Record
Motion 12-11-19-01**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	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 = 0

Not Present = 6

**Voting Record
Motion 12-11-19-02**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	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 = 0

Not Present = 6

**Voting Record
Motion 12-11-19-03**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	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 12-11-19-04**

Y	Scott Gallegos OUCC	N P	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	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Conner Toney Excavators		
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Summary

Yes = 11

No = 0

Not Present = 4

**Voting Record
Motion 12-11-19-05**

Y	Scott Gallegos OUCC	N P	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	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	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