

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

Meeting Minutes, NW College of Construction - Room 101, 8111 NE Holman St, Portland OR 97218, February 12, 2020

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

<b>X</b>	<b>Scott Gallegos</b> OUCC	<b>O</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>O</b>	<b>Don Moore</b> Natural Gas Distribution	<b>X</b>	<b>Melanie Lewis</b> Regulated Electric	<b>O</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>O</b>	<b>Tim Smith</b> Cities Population <25K	<b>X</b>	<b>Scott Clement</b> Cities Population >25K	<b>X</b>	<b>Johnny Sapp</b> ODOT	<b>X</b>	<b>Mitch Burghlelea</b> Cable TV
<b>X</b>	<b>Phil Boyle</b> OPUC	<b>X</b>	<b>John Eckis</b> Telecom Cooperatives	<b>X</b>	<b>Conner Toney</b> Excavators	<b>X</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
	<b>Open</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				

Others in attendance were: Kitty Davis – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Dawn Hickson – Clackamas County, Michael Rukavina – USIC, Corbin Pierce – D & D Concrete & Utilities, Matt Pierce – D & D Concrete & Utilities

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

**Safety Moment** – Conner Toney gave an example on the importance of taking a walk around your company or personal vehicle before starting to drive away. Recently an employee found a small child in a blind spot that may have been hit had they not taken the time to perform this safety inspection.

**Adopt Previous Board Meeting Minutes:** Joyce Nelsen made a motion to accept the minutes as corrected. Mitch Burghlelea seconded the motion. **Vote record 2-12-20-01.**

**Open Testimony:** Michael Rukavina with USIC provided testimony on possible changes to or removal of Pre-Survey tickets and on limiting the length allowed on tickets. Scott Gallegos noted that these items have been brought up in OAR Committee Meetings as well.

Corbin Pierce with D & D Concrete and Utilities gave testimony on Pre-Survey tickets and getting locates from utilities. If a utility has vital facilities in an area a phone call to the excavator really helps. Corbin also noted that when locates are outsourced he does not see the same level of service in locates.

Matt Pierce, also with D & D Concrete and Utilities, gave an example of a locate in Happy Valley. He had received an email that had “Do Not Reply” in the Subject Line and the email was not opened. He later found out there were photos of the locates provided by one of the utilities locate company.

Both Corbin and Matt would like to see more consistency. For example, if a utility contacts an excavator regarding vital facilities some of the time they would like it to be all of the time.

It was noted that attending the OAR Committee Meetings would be a good place and time to push for these items.

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**OUNC Operations Report:** Greg Snyder noted that there has been some movement in the research into Shannon Thomas’s request to have HAYD01 removed from the 811 system. Shannon is a homeowner in Portland that was required to register her sewer line when she applied for permits to re-line the sewer. After discussion it was decided that Shannon did not need to have her sewer registered. Phil Boyle made a motion to have district code HAYD01 removed from the one call system. Joyce Nelsen seconded the motion. **Vote record 2-12-20-02.** The call center will contact Shannon Thomas with this decision and will take HAYD01 offline.

Greg gave an update on the declining numbers of ITIC Mobile tickets. Users are still using the Oregon App to place ITIC tickets but prior to the App update all users were directed to ITIC Mobile page and now they are directed to regular ITIC. The option to use ITIC Mobile is still available from the main menu page and only those tickets created after selecting ITIC Mobile can currently be tracked. The ability to track all ITIC tickets created through the App is being researched.

During last months Board Meeting it was asked if the OUNC would be able to keep the OR app if OCC were to be displaced as the call center vendor and it was indicated that the App could be retained by the OUNC. After further thought it was realized that the current App is a tool that is specifically designed to work with and connect users to OCC’s software, tools and products. If these products go away the app would be useless, as it would not work with anyone else’s products.

All Board Members had previously been emailed copies of the January 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for January was 24,352 tickets, which is down 10.8% from January 2019. The ITIC percentage for January was 68.27%, up slightly from January 2019’s 67.97%. The incoming ITIC Mobile total for January was 51, down from 261 in 2019. The Average Speed of Answer (ASA) was 7 seconds for January 2020.

**OUNC Billing & Aging Report:** All Board Members were previously emailed copies of the billing reports and the aging reports for January 2020.

Greg also gave a general overview of the billing reports that are sent out to Board Members each month.

**Treasurer Report:** Johnny Sapp: Johnny advised everyone to keep using his ODOT email for now and if time sensitive material is sent to please follow up with a call to make sure he received the information.

Joyce Nelsen reported that Johnny Sapp has been added onto the checking account and needs to be added to the money market and CD accounts. Nate Rivera made a motion that Johnny Sapp be added to and Joyce Nelsen be removed from the Riverview Community Bank money mark account and the Riverview Community Bank CD account. John Eckis seconded the motion. [Vote record 2-12-20-03](#)

Johnny then reviewed all of the OUNC budget reports, which included the Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for January 2020. Nate Rivera moved to accept the treasurer's report as presented. Joyce Nelsen seconded the motion. [Vote record 2-12-20-04](#).

Johnny reported that he is approving a \$5,000 payment to support 811-rodeo clown J.J. Harrison.

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

**Chair's Report:** Scott Gallegos – Scott noted that he had planned on doing Kitty Davis's annual review today but it will be moved to next month's agenda.

**Vice Chair Report:** Micah Brown – No report

**Treasurer Report:** Johnny Sapp – No report

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

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

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The OUNC Board visited the Locator Training Class and answered questions.

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**Committee Reports:**

**Budget and Audit Committee:** Johnny Sapp: No report

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**Contracts Committee:** Nate Rivera – Nate reported that the committee met on January 29, 2020 regarding the One Call Center contract with One Call Concepts. Nate explained that the contract expires December 31<sup>st</sup>, 2020 but there is a one-year option available to extend the contract to December 31<sup>st</sup>, 2021. After review the committee recommends extending the contract until December 31<sup>st</sup>, 2021. Nate noted that any price increases during this additional year would be made following the current contract.

Nate is looking to have a One Call Center RFP go out next April with a new contract in place by July 2021.

Joyce Nelsen made a motion to extend the contract with OCC for one year and Johnny Sapp seconded the motion. **Vote record 2-12-20-05.**

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**Damage Reporting/Dirt:** Don Moore – No report given but Scott Gallegos noted that Don Moore would provide his report at April’s meeting then report on a quarterly basis.

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**Oregon Administrative Rules (OAR’S) & Tariff:** Micah Brown – No report

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**Policy & Procedures Committee:** John Eckis – No report given but the Board was advised that John Eckis is replacing Johnny Sapp as the Committee Chair.

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**Publicity Committee:** Scott Clement – Scott reported on the following:

One Call Concepts will match the OUNC’s \$5,000 contribution in sponsorship of the Hillsboro Hops Baseball Team.

The Committee had a conference call with Lynsay Sanders with the National Excavator Initiative (NEI) with the goal of getting an electronic and Facebook combination in mid March.

The spring radio campaign with Alpha Media will start March 15, 2020.

The OUNC will be sponsoring a hole at the CGA click before you dig golf scramble

Mychal Tetteh with the City of Portland Bureau of Transportation was then introduced to give a presentation on Portland Sunday Parkways. There are five events, one event per month in May through September 2020 with varying levels of sponsorship. After the presentation there was discussion, which included how the Board should focus their outreach efforts. It was decided to advise the Metropolitan Utility Coordinating Council (MUCC) of the Portland Sunday Parkways events and to send the topic of how the Board should focus outreach efforts back to the Committee to come up with a strategic plan.

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**Training and Education Committee:** Mitch Burghlea - Mitch reported that there are six Locator Training Classes scheduled. At 20 attendees per class that would be 120 slots available. Discussion

followed and it again centered on if this is where the OUNC should be spending the publicity dollars and focusing their attention.

**Membership:** Phil Boyle: Phil reported that:

Jessica Eply with Frontier Communications now represents the Telecom > 50K Access Lines position.

Scott Crosby has filed to fill the Regulated Telecom < 50K Access Lines position.

Dawn Hickson's appointment for the Counties position is pending approval.

There is no update on the open Electric Cooperatives or PUD positions.

There are two possible candidates for the Contractors position.

No movement on the other open positions.

There was discussion on some of the long vacant positions. It may be necessary to get statutes changed to get positions removed.

**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos – Scott reported that the OUCC Board meets next month in Hood River on March 10<sup>th</sup>, 2020. Lunch is at 11:30am with the meeting starting at 12:30pm.

**Executive Coordinator Committee:** Ryan Sandhu – Scott Gallegos read an email from Ryan reporting that the DAS will not have a replacement for Kyle Weraky (the DAS recruiter that had been working with the OUNC in recruiting for the Executive Coordinator position) until April 2020. Ryan recommends waiting for that replacement.

**National Industry News: NULCA, CGA, Open Discussion:** The OUNC will be sending Kitty Davis, Phil Boyle, and Scott Gallegos to the 2020 CGA conference.

**Old business: None**

**New Business:**

**Good of the Order: None**

Nate Rivera made a motion to adjourn the meeting and Phil Boyle seconded the motion. **Vote record 2-12-20-06.**

**Meeting Adjourned.**

**Voting Record  
Motion 2-12-20-01**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N P</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>N P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>N P</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
	<b>Open</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				

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 2-12-20-02**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N P</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>N P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
	<b>Open</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				

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 2-12-20-03**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N P</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>N P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
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	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 2-12-20-04**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N P</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>N P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
	<b>Open</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				

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 2-12-20-05**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N</b> <b>P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b> <b>P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
	<b>Open</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				

**Summary**

**Yes = 11**

**No = 0**

**Not Present = 5**

**Voting Record  
Motion 2-12-20-06**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N</b> <b>P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b> <b>P</b>	<b>Don Moore</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>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>Y</b>	<b>Conner Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
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	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 6**