

## **Policy & Procedures Committee Minutes**

Monday, March 7, 2 p.m. to 3 p.m. | Zoom Meeting

**Members:** Jessica Epley, Micah Brown, Alba Vogland, Josh Thomas, and Kitty O'Keefe

**Guests:** none

### **1. Announcements and Introductions**

- a. Jessica called the meeting to order at 2 p.m. and introductions were made.
- b. A motion from Micah was made to approve minutes from 11.03.21 and seconded by Alba. Kitty to post on website.

### **2. Old Business**

- a. Review and approve new policy on write offs – Action Items (see attachment)
  - i. Members had reviewed the proposed policy language addressing write offs of lingering small dollar amounts.
  - ii. Jessica entertained a motion to move this policy to formal consideration.
  - iii. Motion was made by Jessica and 2<sup>nd</sup> by Micah.
  - iv. Jessica will bring to the board on 3.9.22
- b. Review and approve revisions to OUNC Bylaws and removal from Policy and Procedures Manual – Action Items (see attached)
  - i. Members had reviewed the document revised by Josh.
  - ii. Melanie's concerns will be added to the Bylaws.
  - iii. Jessica entertained a motion to approve the Bylaws as written with corrections.
  - iv. Motion was made by Micah and 2<sup>nd</sup> by Alba.
  - v. Jessica will bring to the board on 3.9.22
- c. Review late fees/finance charges policy proposal – Discussion Item (see attached)
  - i. Spell out Oregon Utility Notification Center.
  - ii. Jessica entertained a motion to consider policy language to formal consideration.
  - iii. Motion was made by Jessica and 2<sup>nd</sup> by Micah.
  - iv. Jessica will bring to the board on 3.9.22
- d. Review and approve revisions of first chapter of OUNC Policy and Procedures Manual – Discussion Item (see attached)
  - i. 1.4.1 Executive Committee – Statement of Purpose was discussed.  
Micah asked if Melanie's comments were reviewed and considered? Yes
  - ii. 1.4.2 Contracts –  
Jessica asked, do we keep this committee?  
Let's ask the full board.  
Add 'vendor' next to call center contractor.  
Micah would like multiple board members still involved.
  - iii. 1.4.4 Membership  
Jessica asked, do we keep this committee?  
Alba made a recommendation to change this in the P&P manual.
  - iv. 1.4.5 Training and Education  
Do we need a formal committee?  
Staff handles most.  
Recommendation is to remove and appoint ad hoc.

- v. Budget and Audi Committee  
Do we need a formal committee?  
Staff handles most.  
Recommendation is to remove and appoint ad hoc.
- vi. Oregon Utility Coordinating Council Committee  
Committee is unnecessary as this is just an update that can be given at the beginning of each meeting.  
Recommendation is to remove
- vii. Damage Reporting/Data Analysis  
Committee work largely informs both OAR's and Publicity Committee. This Committee should be folded into one of those two committees.  
Recommendation is to remove as standing Committee and add this work to the OAR's Committee.

**3. New Business**

- i. None

**4. For the Good of the Order**

**5. Next Meetings**

- a. Proposed, tentative dates
  - i. March 16, 2022, April 6, 2022, and April 20, 2022

**6. For the Good of the Order**

*Meeting adjourned at 2:45p. Minutes submitted by Kitty O'Keefe 3.10.22*

## **Attachment #1**

**952-001-0080**

### **Design Information Requests and Design Locate Requests**

*A Design Information Request (DIR) must be processed before a Design Locate Request (DLR) can be made. This is not a request for marks from utilities, but is in place to provide the designer with a list of contacts for those utilities that have facilities in the proposed area of design. If the Designer determines that marks are needed to complete their design, after 5 business days, the DIR can be converted into a DLR.*

1. After a designer notifies the Oregon Utility Notification Center with a **Design Information Request (DIR)**, the operator of the underground facilities must:
  - a) Provide the excavator the best description available to the operator of the unlocatable underground facilities in the area of the proposed excavation including as-constructed drawings, or other facility maps that are maintained by the facility operator; **or**
  - b) Contact the person requesting design information and agree on a time, prior to the beginning of the proposed project, for exchange of the information required under subsection (a) or subsection (b) of this section of this rule.
  
2. **Within 10 business days** but not before 5 business days after the submittal of a DIR. The designer may notify the Oregon Utility Notification Center of a Design Locate Request, the operator of the underground facilities must:
  - a) Mark within 24 inches of the outside lateral dimensions of both sides of all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;
  - (1) If a designer intends to perform work at multiple sites or over a large area, the designer must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of survey or design for each phase of work.
  - (2) ***All DLR's must be preceded by a DIR but no earlier than 5 days after DIR is submitted.*** *No excavation can take place on either a DIR or a DLR, these requests are for design purposes only.*

Stat. Auth.: ORS 757.552

Stats. Implemented: ORS 757.552

Hist.: OUNC 1-1997, f. & cert. ef. 4-17-97; OUNC 1-2014, f. & cert. ef. 3-7-14

There will also need to be new definitions added for both DIR and DLR in OAR 952-001-0010:

“Design Information Request” means the process to provide contacts of all participating operators with available underground facility information from all operators notified within the requested area.

“Design Locate Request” means a request to have all known underground facilities marked, staked, or located by all operators notified within the requested area.

## **Attachment #2**

**952-001-0080**

### **Design Information Requests and Design Locate Requests**

*(1) A Design Information Request (DIR) must be processed before a Design Locate Request (DLR) can be made. This is not a request for marks from utilities, but is in place to provide the designer with a list of contacts for those utilities that have facilities in the proposed area of design. If the Designer determines that marks are needed to complete their design, after 5 business days, the DIR can be converted into a DLR. Once a DLR is made, the Operator must:*

*(A) Within 10 business days after a designer notifies the Oregon Utility Notification Center of a proposed project, the operator of the underground facilities must:*

1. Mark within 24 inches of the outside lateral dimensions of both sides of all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;
2. Provide the excavator the best description available to the operator of the unlocatable underground facilities in the area of the proposed excavation including as-constructed drawings, or other facility maps that are maintained by the facility operator; **or**
3. Contact the person requesting design information and agree on a time, prior to the beginning of the proposed project, for exchange of the information required under subsection (a) or subsection (b) of this section of this rule.

*(2) If a designer intends to perform work at multiple sites or over a large area, the designer must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of survey or design for each phase of work.*

*(3) No excavation can take place on either a DIR or a DLR, these requests are for design purposes only.*

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