

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

Meeting Minutes, Clackamas Community College, Wilsonville Training Center - Room 111, 29353 SW Town Center Loop E,  
Wilsonville OR 97070 January 8<sup>th</sup>, 2020

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>X</b>	<b>Ryan Sandhu</b> Special Districts
<b>X</b>	<b>Nathan Rivera</b> Municipal Electric	<b>X</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>X</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 Burghlea</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>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				Open Telecom >50K Access Lines

Others in attendance were: Greg Snyder – OCC, Frank Planton – OCC, Kitty Davis – OUNC  
Administrative and Outreach Coordinator, Anne Bird – USIC, Dawn Hickson – Clackamas County

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

**Safety Moment** – Tim Smith provided information on ladder safety.

**Adopt Previous Board Meeting Minutes:** Micah Brown made a motion to accept the minutes as submitted. Tim Smith seconded the motion. **Vote record 1-8-20-01.**

**Open Testimony:** None

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**OUNC Operations Report:** Greg Snyder reported that Phil Boyle was able to provide additional information on 300 Partners LLC. The company has dissolved and the center is unable to reach anyone via phone, email or mail. Greg asked the Board if this member should continue to be in the one call system and the Board agreed they should be taken offline

It was also reported that Shannon Thomas, a homeowner in Portland that is registered with the call center as they have a sewer line in the public R.O.W, sent an email to the center. She is asking to be removed from the one call system. After discussion it was decided that Greg would provide additional information to Scott Clement and the Board would then look further into this issue.

Greg noted that he was still getting information on the ITIC Mobile numbers.

All Board Members had previously been emailed copies of the December 2019 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for December was 20,745 tickets which is up 9.39% from December 2018. The ITIC percentage for December was 66.15%, down slightly from December 2018's 66.94%. The incoming ITIC Mobile total for December was 40, down from 169 in 2018. The Average Speed of Answer (ASA) was 10 seconds for December 2019.

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

**Treasurer Report:** Joyce Nelsen: Joyce reviewed the OUNC Balance Sheets, Profit and Loss Detail and Profit and Loss Budget Performance for December 2019. Nate Rivera moved to accept the treasurers' report as presented. Mitch Burghlea seconded the motion. **Vote record 1-8-20-02**

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

**Chair's Report:** Scott Gallegos – Wanted to mention that Board members are getting an email from Kitty Davis regarding clothing to support the Joint States effort and that Scott made the decision on this. Please send your clothing information to Kitty.

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

**Treasurer Report:** Joyce Nelsen (Outgoing Treasurer)– No Report.  
Johnny Sapp (Incoming Treasurer) – Johnny appreciates Joyce's help in getting set up in his new position.

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

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

## **Committee Reports:**

**Budget and Audit Committee:** Joyce Nelsen: No report

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**Contracts Committee:** Nate Rivera – Nate reported that the One Call Concepts contract expires December 31<sup>st</sup>, 2020 with the option of a one-year extension. The Board can exercise the one-year option or start RFP discussions. If the Board takes no action the contract would roll over for the additional year.

After discussion it was decided to refer this item to the committee to review and have feedback and a recommendation at the next meeting. Ryan Sandhu noted that this contract process does need to meet the states competitive process rules. Possibly have someone with the DOJ join the committee meeting.

Frank Planton gave some background on previous contract extensions between the OUNC and OCC.

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**Damage Reporting/Dirt:** Don Moore – The committee will report on 2018 data at the February meeting.

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – Micah did not have any updates but went over the list of items the committee is working on, which included the following:

Language on the 2 Full Business Day exceptions for facility enclosures.

Spanish version of the Standards Manual is still being reviewed by the DOJ. May not put up full translation on website but reply more on handout material with highlights.

Mandatory white paint.

Length of tickets

Locates with no access or no response.

Micah also provided a handout - See Attachment 1

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

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

The Spanish version of the Tri Fold Brochure and the Pocket Guide are printed and available online at the OUNC Store.

The Committee is still in discussion with Lynsay Sanders with the National Excavator Initiative.

The OUNC will be sponsoring the Mid Oregon Construction summit in Bend expecting approximately 250 attendees.

Scott Gallegos has asked Scott Clement to continue as the interim Committee Chair.

**Training and Education Committee:** Mitch Burghlea - Mitch reported that the next Locator Training Class, to be held in February, filled up in one day. The training is being consolidated into a one-day class and the price increased to \$35.

Mitch brought up that the store is getting low on Standards Manuals and he would like to get 10,000 additional manuals printed at 85 cents per unit. This new printing would include some minor corrections. There was discussion if the OUNC should continue to keep printing manuals or try to move users to the on-line version. It was noted that the OR App has the manual and the OUNC tri-fold brochure has a scan code that allows users to access the manual. It was suggested to add a scan code to the back page of the manual that directs users to the OR App.

Micah Brown made a motion to approve ordering 10,000 units of the manual with the corrections and the scan code included. Tim Smith seconded the motion. [Vote record 1-8-20-03](#)

During the previous discussion 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. Frank Planton with OCC indicated that the App could be retained by the OUNC.

**Membership:** Phil Boyle: Phil reported the following:

Jessica Eply's appointment for the Telecom > 50K Access Lines position is still pending approval.

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.

**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos – Scott noted that the funds the OUNC provides to support the OUCC are in the mail.

**Executive Coordinator Committee:** Ryan Sandhu – Ryan reported that Kyle Weraky, the recruiter with DAS, has taken another position and will be unable to continue working with the OUNC in getting the Executive Director position filled. The DAS will be assigning someone else to assist the OUNC.

Janet Comey with DAS is still on board to help with HR when the OUNC gets to that point in the process.

Brad Cunningham with DAS will be discussing Payroll with the OUNC. The next committee meeting will be held after the discussion with Brad.

**National Industry News: NULCA, CGA, Open Discussion:** Scott Gallegos noted that CGA is in Palm Springs in March 2020. There was discussion on which Board Members were interested in attending. After discussion Nate Rivera made a motion that the OUNC send Kitty Davis (using GSA rates for reimbursement) Phil Boyle and Scott Gallegos to the CGA conference. Ryan Sandhu seconded the motion. [Vote record 1-8-20-04](#)

**Old business: None**

**New Business:** Frank Planton provided language in the current contract between the OUNC and OCC. There is a one-year option available to extend the contract from 12/31/2020 to 12/31/2021.

**Good of the Order:** Mitch Burghlea asked the Board Members if they wanted to consider having a Safety Summit in 2020 and he gave a history of the event held two years ago. During discussion it was mentioned that the OUCC / OUNC will be hosting the Joint States Meeting in 2020 and that the OUNC will be onboarding a new Executive Director. It was decided to refer the item to the Training and Education Committee for further discussion and recommendation.

**Presentation:** Representatives with the Portland Rose Festival gave a presentation on the OUNC's sponsorship of the Starlight Parade.

Mitch Burghlea made a motion to adjourn the meeting and Phil Boyle seconded the motion. [Vote record 1-8-20-05](#).

**Meeting Adjourned.**

**Voting Record  
Motion 1-8-20-01**

<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>Y</b>	<b>Ryan Sandhu</b> Special Districts
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<b>Y</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		
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	<b>Open</b> Railroads		<b>Open</b> Contractors				<b>Open</b> Telecom >50K Access Lines

**Summary**

**Yes = 14**

**No = 0**

**Not Present = 1**

**Voting Record  
Motion 1-8-20-02**

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**Voting Record  
Motion 1-8-20-04**

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# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**  
305 NE 102<sup>nd</sup> Avenue, Suite 300  
Portland, OR 97220-4170  
(503) 232-1987

## Oregon Administrative Rules & Tariff Committee Log

OUNGC Board of Directors Voted Record for OAR Change or Amendments

- Micah Brown made a motion to correct reference error in OAR 952-001-0020 regarding the rule reference to include 0100. **Vote Record 06-12-19-04. Minor correction made with SDS but not Manual.**

### Proposed OAR Action Item Considerations

- Update on reference error for 952-001-020
- 2 Business Day exceptions for facility enclosure maintenance
- Spanish version of standards manual
- Continue discussion concerning operator exposure to "No Access/No Response" locales. Should the ticket remain valid or open if unable to gain access or communicate with caller.
- White Paint
- Ticket Length

### Corrections and Considerations for Standards Manual

- Standards Manual: Spanish Version
- FAQ Error for Question 16 referencing Question 12 when it should reference 15.