

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, OPUC – Main Hearing Room, 201 High Street SE, Beardsley Building, Salem, OR 97301, August 10, 2016

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

X	Jeff Daniels Natural Gas Distribution	X	Dan Miles Regulated Electric	O	Ron Coffell OUCC	X	Lori Koho OPUC
X	Shannon Davis Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	X	Dan Jensen Interstate Natural Gas Pipeline	X	Ron Stenger Telecom Cooperatives
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Matt Wales Cities Population >25K	O	Ted Miller ODOT	O	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	O	Troy Rabe Cable TV	X	Tony Schacher Electric Cooperatives		
X	Micah Brown NULCA	X	John Norrena Public Utility Districts	X	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Adam Franco – OCC, Luc Fortier – Pacific Marketing, Johnny Sapp – ODOT, Jarrod Morrison – PGE, Scott Gallegos – NW Natural Gas.

Introductions: Jeff Daniels welcomed everyone to the meeting. Introductions were completed.

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the minutes as corrected. Ron Stenger seconded the motion. **Vote record 08-10-16-01**

Open Testimony: None.

OUNC Operations Report:

Greg Snyder advised the Board that the change in the base price of tickets that takes place on 07/01/16 will show up as an adjustment on the August 2016 Billing Summary as the change in pricing is tied to the CPI and the CPI is not available until August 2016.

Greg also let the members know that both Running Y and Skyline View in Klamath County had contacted the call center to get their underground lines registered in the One Call System.

OCC's collection practices were discussed with the Board Members. Greg Snyder agreed to email these practices to each Board Member.

The utility member Intelligent Community Services under district code ICS01 is back. There was another member that said they had taken over some of the underground facilities belonging to ICS01, however, when they viewed the maps showing ICS01's coverage area they found it was not that area they had taken over. The Board asked that Greg Snyder provide Ron Coffell (OUCC President) with the information on ICS01 and have Ron check with the local UCC to see if they can get any information on what happened to the member and / or their facilities.

Greg provided all board members with a copy of the operations report for the month of July 2016. All reports were reviewed. The incoming ticket total for the month was 25,407 which was down 5.85% from 2015. The ITIC percentage was 55.70%. The Average Speed of Answer (ASA) for July was 32 seconds.

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of July 2016. All reports were reviewed. Total revenue for the month was \$29,586.29. The July Aged Report was not available and Greg said he would mail it out to all Board members, in the requested excel format, as soon as he receives it.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for the month of July. Shannon Davis made a motion to approve the Treasurers Report for July 2016 as submitted and Ron Stenger seconded the motion. **Vote record 08-10-16-02.**

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: Jeff reported that he will not be at the September Board Meeting and that it will be run by the Vice Chairperson, Ron Stenger.

Vice Chair's Report: Ron Stenger: No report.

Treasurer Report: Joyce Nelsen: No report

Secretary Report: Vacant – No report.

PUC Representative Report: Lori Koho: Lori reported that the State of Oregon DAS Risk Management contacted her regarding a Risk Assessment Report. DAS provided a copy of a previous report submitted by OUNC and Lori will fill out this report then send it to Jeff then on to DAS.

Executive Session: None.

It was decided to move the voting on the OUNC Board of Directors into this time slot.

Lori Koho moved to reopen nominations for OUNC Board of Directors and Ron Stenger seconded the motion. [Vote record 08-10-16-03](#).

All of those previously nominated at the last meeting have accepted their nomination. Those previously nominated are listed below:

Ron Stenger nominated Jeff Daniels for Chair.
Tony Schacher nominated Joyce Nelsen for Treasurer.
Micah Brown nominated Nathan Taylor as Vice Chair.
Ron Stenger nominated Ron Coffell for Vice Chair.
Matt Wales nominated Ryan Sandhu for Secretary.
Tony Schacher nominated Trevor Voris for Secretary.

Additional nominations:

Ron Stenger nominated Shannon Davis for Chair. Shannon refused the nomination.
Ron Stenger nominated Joyce Nelsen for Chair. Joyce accepted the nomination.
Ron Stenger nominated Nathan Rivera for Treasurer. Nathan accepted the nomination.
Ron Stenger nominated Micah Brown for Secretary. Micah accepted the nomination.
Ron Stenger nominated Dan Jensen for Secretary. Dan refused the nomination.

Lori Koho moved to close nominations for OUNC Board of Directors and Shannon Davis seconded the motion. [Vote record 08-10-16-04](#)

Voting ballots were passed out and counted and here are the results:

Chairperson – Jeff Daniels
Vice Chairperson – Ron Coffell
Treasurer – Joyce Nelsen
Secretary – Ryan Sandhu

As the Secretary position is currently vacant, Ryan agreed to step into this position right away.

Guest Speaker – Adam Helvey with the State of Oregon Department of Administrative Services (DAS) gave a presentation on DAS procurement services.

Committee Reports:

Contracts Committee: Shannon Davis – As several Board Members had to leave early today the Contracts Committee was moved up in the agenda.

Shannon Davis advised that there is now an executed contract for the new Locator Training Company.

Shannon notified the Board she received the answers regarding the Call Center RFP. Greg Snyder and Adam Franco, both with One Call Concepts is one of the company's being considered, excused themselves from the meeting. Kitty Davis will take the meeting minutes in Greg Snyder's absence.

Contracts Committee- Notes

August 10, 2016

**Location: OPUC – Main Hearing Room
201 High Street SE, Beardsley Bldg.
Salem, OR 97301**

Attendees:

Board Members: Jeff Daniels, Shannon Davis, Joyce Nelsen, Ron Stenger, Matt Wales, Tony Schacher, Ryan Sandhu, John Norrena, Dan Miles, Lori Koho, Micah Brown, Dan Jensen, and Nathan Rivera.

Guests: Jarrod Morrison, Scott Gallegos, Luc Fortier, Kitty Davis and Johnny Sapp.

Discussion of RFP – One Call Center

At 10:30am, Greg Snyder and Adam Franco, both with One Call Concepts, excused themselves from the meeting so the Board could discuss the RFP for the One Call Center. Kitty Davis took the following minutes:

Open discussion followed by the board members:

-Suggested another year extension with One Call Concepts.

-Many vendors work for added value.

-Both vendors are similar; concern stems from change. Added value from OCC creative team.

-What do we do with additional cost of savings?

-Who's the best vendor for the people?

-Do we bring in a focus group?

Do we purchase our own software?

-How will excavators and other vendors react to change?

-Our vote needs criteria to be evaluated on.

-Vote as a group to keep everything visible.

-The board decided they were ready to rate each category in the Evaluation Criteria:

1. Firms Capabilities/References: (20 points) Do we know if anyone has been terminated? Can we compare equally? Does OCC have other boards? Not specific on website. Texas 811 board would work with OUNC board. OUNC board voted.
2. Operations Team: (10 points) Both run great operations. Have had an ongoing relationship with OCC. Both presentations showed equal operations team. OUNC board voted.
3. Operations Understanding: (15 points) OCC states they can handle the whole operations. OCC answered the question more specifically. OUNC board voted.
4. Methodology of Operating the Center: (25 points) More favorable having people in Oregon. Texas 811 has operators in various states. Emergency locates: Texas 811 wasn't specific in their RFP response for 24-hour

assistance. 3rd party owner of software is a big concern with Texas 811. Texas 811 has two sub-contractors you'd have to deal with. OCC has individual centers. Having a center in Oregon is a positive. Not having an Oregon address is a concern. OUNC board voted.

5. Supportive Information: (5 points) Texas 811 doesn't have local knowledge. Texas 811 presentation stronger. OCC RFP response covered this question better; how they would handle flooding. Both companies have internal people. Knowing the geography of Oregon is important. 2nd screening from Texas was an additional cost. OCC focused on history and the future. Presentations from vendors different. OUNC board voted.
6. Technology Changes: (5 points) Texas 811 has SWIFT search, can update/cancel different types of tickets, benefit of utilities/ positive response, premium services. OCC has the same technology benefits + customize maps, tracking and map links. Intent is to look at how they will evolve for the future and meet the needs. Does Texas 811 provide a map when you look up your ticket? Wasn't specific in their RFP response. OUNC Board voted.
7. Pricing Proposal: (20 points) OCC is 30-40% over Texas 811; but take into consideration additional items not included from Texas 811. What other items are not included in Texas 811 RFP response? What creative services would they provide; cost? Cost of new members; do we take that into consideration? Re-due maps; one time cost. Texas 811 has additional revenue stream; different operations model. Do we ask for references from OCC? No, OUNC has a 30-year relationship with them. OUNC board voted.

The board heard all sides, went through the process and a 1 point difference was calculated and noted.

Shannon Davis made a motion to award the contract to One Call Concept based on the OUNC boards deliberation of the RFP for the One Call Center. Ron Stenger seconded the motion.

Voting Record:

Yes = Jeff Daniels, Ron Stenger, John Norrena, Matt Wales, Lori Koho, Micah Brown, Shannon Davis, Dan Miles, Joyce Nelsen, Ryan Sandhu, Tony Schacher, and Dan Jensen.

No = Nathan Rivera

NP = Ron Coffell, Russel Thomas, Ted Miller, Nathan Taylor and Troy Rabe.

Contracts Committee discussion of RFP ended at 1:30pm

Submitted by: Kitty Davis on August 22, 2016

Greg Snyder and Adam Franco rejoined the meeting and Shannon Davis announced that the OUNC Board had decided to award the Call Center contract to One Call Concepts. Shannon will send the decision to both parties. The voting listed in the above minutes from Kitty Davis is also found on [Vote record 08-10-16-05](#).

Budget and Audit Committee: Joyce Nelsen: No report

Damage Reporting/Dirt: Lori Koho: Lori Koho needs some clarification on data sharing on Oregon DIRT. Possibly scheduling a webinar or interactive session with CGA for the next meeting.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah provided information on the following:

Tariff = Decided to table for now.

Positive Response = Will be doing more research. CGA best practice shows should be able to do electronically.

45 day ticket life = Micah provided a handout with proposed changes (See attachment 1 located after the voting records). Micah is looking for opinions and feedback, which can be provided to him via email. Possibly need to write FAQ that compliments the rule change.

Policy & Procedures Committee: Matt Wales: Matt reported that SB55 has been posted on the OUNC website and should be read. There will be a vote at the next Board meeting.

Publicity Committee: Nathan Taylor: Ryan Sandhu gave the report. There were over 3,000 visitors to the 811 trailer during the Bi-Mart Country Music Festival.

Some of the tee shirt winners were on face book. There is a strong face book following.

Update on swag inventory, there is a 25-hat order limit.

A reason for the items being ordered will be added onto order requests. Items with 0 in inventory will no longer be seen.

Luc Fortier with Pacific Marketing will check with ORPIN about getting a discount.

Kitty is working on TV commercials for 2017.

After discussion it was agreed to order 30,000 calendars for 2017.

Ryan Sandhu will check with Kitty Davis and / or Ron Coffell to see if can get a list of all events throughout the state from the local UCC's.

Enforcement: - Lori Koho. Lori noted that a list of resolved enforcement cases will be public record.

Monday 08/15/16 is the date for enforcement action on July 2016 complaints.

Training and Education Committee: Troy Rabe: Troy not present. Joyce Nelsen reported that the latest locator training class filled up in just a few days. It will be held in Wilsonville in October 2016.

Membership: Lori Koho: Lori asked for discussion about the open Board position of National Telecom Damage Prevention. There are already two telecom positions on the Board. Is there still a need for this position? Lori Koho made a motion to eliminate this position. Micah Brown seconded the motion. **Vote record 08-10-16-06.**

The application package for Johnny Sapp with ODOT has been submitted to the Governor.

AOC was solicited to try and get a replacement for the open Counties position.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell was not present but it was noted that the next OUCC meeting will be September 15, 2016 in Lincoln City, OR the day after the OUNC meeting at the same location.

National Industry News: NULCA, CGA, Open Discussion: It was noted that OCC will pay for one Board Member to attend their Users Group Meeting in Boston on Oct 11-13 2016. The Board can also send additional members at the Boards expense. Does the Board want to send anyone?

After discussion it was decided Jeff Daniels and Ron Coffell would attend. One through OCC and one the Board will pay for.

Old business: None

New Business: None

Good of the Order: Micah Brown noted that Shannon Davis wanted to see if we could use a power point projector when we go over the meeting minutes and financials.

An updated 2017 Meeting Schedule with locations was handed out (see Attachment 2 following the voting records).

Next meeting September 14th 2016 at Salishan Spa and Resort in Gleneden Beach OR.

Ryan Sandhu made a motion to adjourn the meeting and Tony Schacher seconded the motion. **Vote**
record 08-10-16-07

Adjourn.

Voting Record
Motion 08-10-16-01

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 12

No = 0

Not Present = 6

Voting Record
Motion 08-10-16-02

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	O	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 12

No = 0

Not Present = 6

Voting Record
Motion 08-10-16-03

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 12

No = 0

Not Present = 6

Voting Record
Motion 08-10-16-04

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 12

No = 0

Not Present = 6

Voting Record
Motion 08-10-16-05

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	N	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 12

No = 1

Not Present = 5

Voting Record
Motion 08-10-16-06

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 13

No = 0

Not Present = 5

Voting Record

Motion 08-10-16-07

Y	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives		
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 13

No = 0

Not Present = 5

Ticket Life by State

Sample group of states provided by OCC.

State	Ticket Life
Deleware	10 days
Hawaii	28 days
Iowa	20 days
Kansas	15 days
Louisiana	20 days
Maryland	12 days
N. Dakota	21 days
New Jersey	45 days
Washington	45 days
Washington D.C.	15 days
Minnesota	14 days
Oregon	None
New York	None
Nebraska	None
Montana	None
Missouri	None

Purpose of Intent and Justification

To establish an expiration period for a locate request will ensure operators the most effective means to protect the integrity of marks for project, large area, or ongoing excavations that otherwise make maintaining marks difficult. The committee believes a necessary change to OAR 952-001-0090 section (2)a to reflect an amendment to establish a 45 day ticket life with the intent and purpose of enhancing safer excavations and promote damage prevention efforts.

OAR Rules Draft for (45-Day Ticket Life) Amendment

Proposed amendment change to OAR 952-001-0090 on page 25 (2)a.

952-001-0090 (2)a

(2) Once underground facilities have been marked, the excavator shall:

- (a) Maintain the marks during the excavation period to ensure that the original marks remain effective for the life of the project ~~and can be re-established.~~

Proposed Revision DRAFT

- (a) Maintain the marks during the excavation period to ensure that the original marks remain effective for the life of the project or 45 calendar days; whichever is lessor;

Comment [M81]: (a) Maintain the marks during the excavation period to ensure that the original marks remain effective for the life of the project or 45 calendar days; whichever is lessor;

LOCATIONS & COST\$ FOR 2017

<u>Location</u>	<u>Room Rates: per diem + tax</u>	<u>Meeting Room Rental Cost</u>
January 11th PUC - Salem ask Lori to reserve Main Hearing Room		
February 8th- OUNC 7th- OUCC NWN Training Center, Sherwood 7 & 8th Locate Training Seminar Comfort Inn & Suites 3.3 miles to NW Training Center	\$89.99 per night	Meeting rooms are reserved Catering provided by NWN food truck or Dalton's Catering
March 8th <i>Committee Meeting</i> Wisonville Training Center		
April 12th Albany - NWN 7150 Supra Drive S.W. Albany, OR 97321-3780		Meeting room is reserved NWN food truck
May 10th-OUNC 9th - OUCC Medford-Inn at the Commons 9 & 10th- Locate Training Seminar	\$89.00 per night	Catering provided by Inn at the Commons Rate for 2 meeting rooms \$500 2nd day free Contract submitted & signed
June 14th <i>Committee Meeting</i> open for discussion		*Shannon suggested Bend

July 12th Hood River Hood River Inn - Best Western	\$129 per night They do not offer per diem rates during their peak season	Rate for one meeting room \$250
August 9th -OUNC Aug. 8th- OUCC Wilsonville Training Center Comfort Inn		Meeting rooms have been reserved
September 13th <i>Committee Meeting</i> open for discussion		*Ron & Micah suggested Seaside
October 11th - OUNC Oct. 10th - OUCC Hermiston - Event Center 10 & 11th Locate Training Seminar Holiday Inn Express - opening Sept.2016	\$89 per night	Rate for 2 meeting rooms \$250 Contract submitted and signed for Event Center Contract has not been delivered
November 8th PUC-Salem ask Lori to reserve Main Hearing Room		
December 13th <i>Committee Meeting</i> Wilsonville Training Center		
		Government Per Diem Rates will go up in 2017. Rates have not been adjusted yet.