

**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 10, 2018

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

<b>O</b>	<b>Nathan Rivera</b> Municipal Electric	<b>X</b>	<b>Kevin Christiansen</b> Counties	<b>X</b>	<b>Micah Brown</b> NULCA	<b>X</b>	<b>Lori Koho</b> OPUC
<b>X</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>X</b>	<b>Nathan Taylor</b> Excavators	<b>X</b>	<b>Genece MacKay</b> Regulated Electric	<b>X</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>X</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>O</b>	<b>Scott Clement</b> Cities Population >25K	<b>X</b>	<b>Johnny Sapp</b> ODOT	<b>X</b>	<b>Mitch Burghilea</b> Cable TV
<b>X</b>	<b>Ryan Sandhu</b> Special Districts	<b>X</b>	<b>John Norrena</b> Public Utility Districts	<b>X</b>	<b>Scott Gallegos</b> OUCC	<b>X</b>	<b>Tim Smith</b> Cities Population <25K
<b>X</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Dawn Hickson – OUCC / Clackamas County, Jessica Malmstedt – Williams, J.R. Gonzalez – NW Natural, Larry Nelsen – Van Lee Contracting.

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

**Adopt Previous Board Meeting Minutes:** Joyce Nelsen moved to accept the minutes as submitted. Ron Stenger seconded the motion. **Vote record 01-10-18-01.**

**Open Testimony: None**

**OUNC Operations Report:** Greg Snyder provided information on how the addition of the list of color codes, and/or a link to the color codes and additional information, would look on tickets sent back to excavators with the list of utilities notified. The Board asked to have both the list of color codes and the link added to the bottom of these tickets.

Greg noted that he had not attended the previous Board Meeting but that he was advised that the Board had some questions on Member Utilities that received locate notifications via fax. Greg provided information on this topic. After discussion Nathan Taylor made a motion to send out a message to all Member Utilities that there would be a one-year countdown to eliminate receiving locate notifications via fax. Shannon Potter seconded the motion. (Note- After discussion Nathan Taylor offered to remove his motion but it was decided there was a need to vote on the motion on the floor). **Vote record 01-10-18-02**. After additional discussion Lori Koho made a motion to send out a message to all Member Utilities that there would be a change coming regarding the ability to receive locate notifications via fax and Tim Smith seconded the motion. **Vote record 01-10-18-03**. Ryan Sandhu volunteered to draft the message to go out to the Member Utilities.

The Call Center was asked to provide 5-6 helpers for the Oregon Utility Safety Summit (OUSS) to be held on Wednesday February 21, 2018. Greg advised that the center would be able to provide those 6 helpers.

All Board Members had previously been emailed copies of the December 2017 operations reports. Greg went over the highlights for the month. The incoming ticket total for December was 19,314 which was up 17.04% from 2016. The ITIC percentage for December was 65.40%. The Average Speed of Answer (ASA) was 20 seconds for December.

Lori Koho requested that the monthly reports emailed to all Board Members be consolidated into one file with separate tabs instead of all separate files. Greg agreed to make this change.

**OUNC Billing & Aging Report:** All Board Members were previously emailed copies of the billing reports and the aging report for the month of December 2017. Highlights of the billing reports were reviewed.

**Treasurer Report:** Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for December 2017. Lori Koho made a motion to accept the Treasurer's Reports for December 2017 and Johnny Sapp seconded the motion. **Vote record 01-10-18-04**.

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

**Chair's Report:** Nate Rivera. No report

**Vice Chair Report:** Scott Gallegos – Scott noted the passing of former Board Chair Jarrod Morrison. Information on the memorial service and how to donate to the families preferred charities was provided.

**Treasurer Report:** Joyce Nelsen – Joyce advised the members that she does have 2017 information available if anyone would like it.

Joyce said she needs to update the names of those authorized on the bank account. Joyce Nelsen made a motion to remove the name Jeff Danials and add Nathan Rivera on the Riverview Community Bank accounts. Ron Stenger seconded the motion. [Vote record 01-10-18-05](#). Joyce Nelsen also made a motion that on the Umpqua CD 4992736173 to remove Jeff Danials and add Nathan Rivera. Ron Stenger seconded the motion. [Vote record 01-10-18-06](#).

**Secretary Report:** Ryan Sandhu – Ryan reported that he is in the process of getting access to the State’s Public Meeting Calendar and he would like to be able to give a presentation at the next Board Meeting.

**PUC Representative Report:** Lori Koho: No report.

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**Executive Session:** None

**Committee Reports:**

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

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**Contracts Committee:** Shannon Potter: No report

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**Damage Reporting/Dirt:** Lori Koho: Working on setting up a screen share to get documentation on DIRT and have damage reporting moving forward. In the meantime possible have some type of roundtable to share damage information.

Ron Stenger has his techs that respond to damages fill out a paper DIRT form. This is used as internal information only at this time.

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**Oregon Administrative Rules (OAR’S) & Tariff:** Micah Brown: Micah is compiling all changes, additions to the OAR’s into one document and will have a committee meeting to go over all information and discuss what needs to be updated in the Standards Manual. May need 1 hour to go over information at the next Board Meeting. The Board would review the documents and have them reviewed for content. Discussion followed. Micah will talk with Johnny Sapp to make sure current Board policies are being followed regarding making rule changes.

It was asked that the call center resend the free format messages to member utilities and excavators to remind them that voluntary Positive Response is now available in Oregon. Greg Snyder with the call center will have those messages sent back out.

**Policy & Procedures Committee:** Johnny Sapp. No Report but Johnny would like to set up a committee meeting for the morning of the next Board Meeting.

**Publicity Committee:** Joyce Nelsen: Joyce also wants to set up a committee meeting to go over some presentations and to discuss possible changes to items available in the OUNC store. .

**Enforcement:** Lori Koho: Currently 2 complaints in progress. The first one for power line not being located and the second one by a utility that found someone digging near their lines without requesting locates.

**Training and Education Committee:** Ron Stenger: Ron noted that this year starts the 10<sup>th</sup> year of providing Locator Training Classes. They average approximately 100 people per year. Next class will be in Eugene in February 2018.

Ron recognized Larry Nelsen with Van Lee Contracting for volunteering his time to help with these training classes. Larry has first hand knowledge as an excavator.

Scott Gallegos reported that the energy industry has asked for help in coming up with an excavation safety program. It would be on-line with a certificate. There would be minimal ongoing costs. He would like to hand the completed program to the OUNC Board and have them host the training program. Scott Gallegos made a motion to have the OUNC support this excavator training program and to host the online program. Joyce Nelsen seconded the motion. After additional discussion some members expressed concerns about possible bandwidth issues and noted they would like to see the content of the training or a possible demonstration of where the program is at right now. **Vote record 01-10-18-07.** Scott will try to have something available for the Board at the next meeting and the item will be revisited.

**Membership:** Lori Koho: Lori reported that the latest members appointed to Board are Fred Corona for Interstate Pipelines and Scott Clements for Cities over 25,000. Also that someone has submitted their paperwork for Natural Gas Distribution and there has been some interest in the open Contractors position.

Lori is also looking into what needs to be done to get a Board position removed. At issue is the position of National Telecom Damage Prevention. This was a Board requested position. Several months ago the Board voted to remove this position but it has been determined it cannot be removed in this way. Greg Snyder asked if the position should be put back on the list of open positions in the meeting minutes and it was determined it should be added back.

**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos. No Report

**Executive Coordinator Committee:** Shannon Potter. No report. Scott Gallegos will be added to the committee

**National Industry News: NULCA, CGA, Open Discussion:** Nathan Taylor asked if the Board would be sending anyone to the CGA convention in Phoenix Arizona March 6-8 2018. After discussion Ron Stenger made a motion to have the OUNC Board send 3 Board Members to the 2018 CGA conference in March 2018. Shannon Potter seconded the motion. **Vote record 01-10-18-08.** After further discussion it was decided that Fred Corona, Mitch Burghlea, and Geneece MacKay would attend with Nathan Taylor as an alternate.

**Old business:** The 2018 Oregon Utility Safety Summit (OUSS) was discussed.

Ron Stenger updated the budget and gave some history on the event.

Jessica Malmstedt provided information on the schedule, setup, and teardown which starts on Monday 2/19/18, the actual event on Wednesday 2/21/18 and ends with the teardown on thursday 2/22/18.

Kitty Davis provided information on the agenda for the event which starts at 7am for the 400 registered attendees.

**New Business:** Joyce Nelsen asked about the April Dig Safely month and how long they had to prepare for it, Lori Koho said that planning will begin in February.

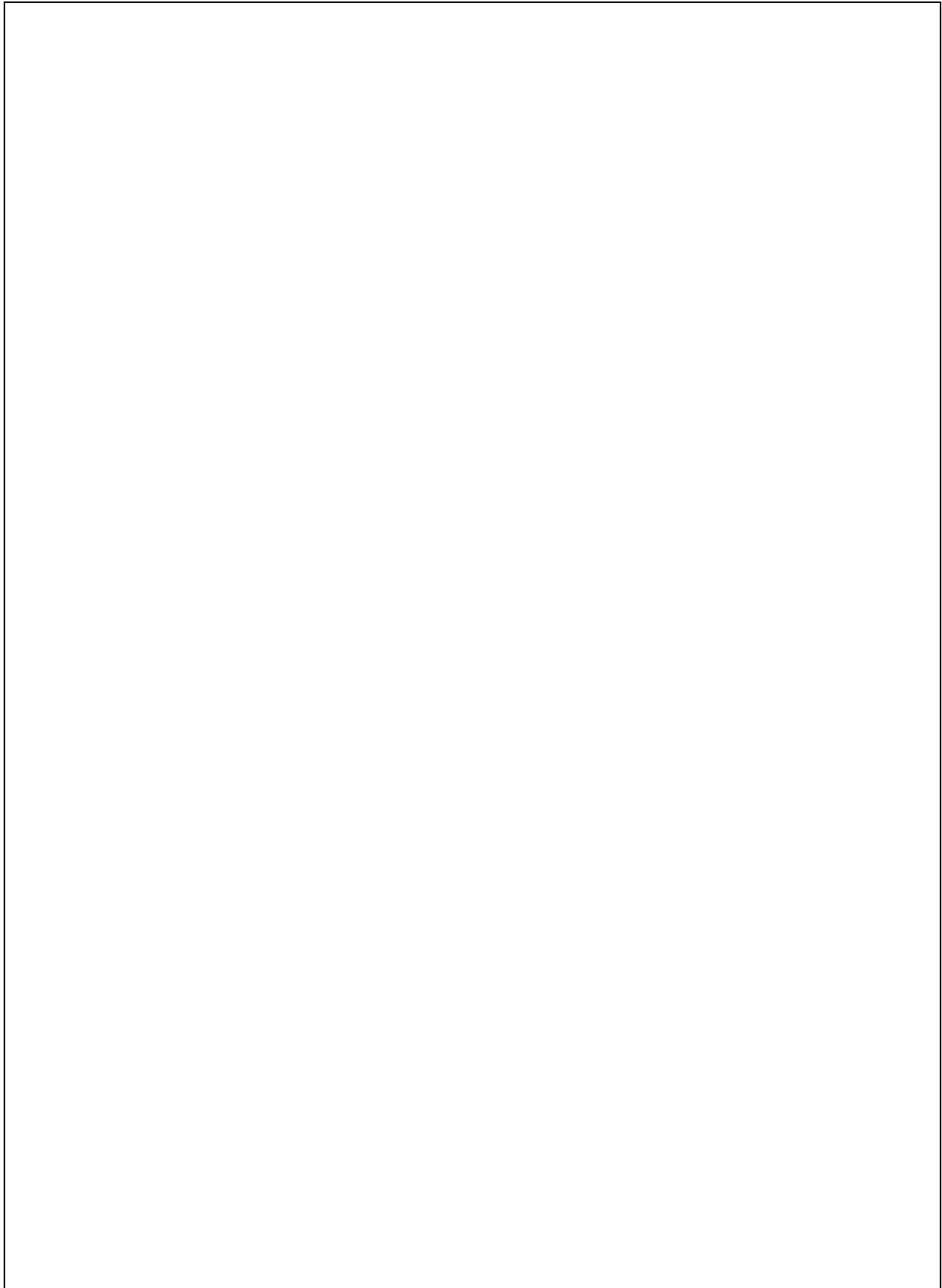
Nathan Taylor asked about the voting system and how someone can abstain. Following discussion, Nathan Rivera will ask if any board member wishes to abstain from a vote going forward.

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**Good of the Order: None**

Lori Koho moved to adjourn the meeting and Geneece MacKay seconded the motion. **Vote record 01-10-18-09.**

**Meeting Adjourned.**



Voting Record  
Motion 01-10-18-01

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>N P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>N P</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 13**

**No = 0**

**Not Present = 4**

Voting Record  
Motion0 1-10-18-02

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b>	<b>Kevin Christiansen</b> Counties	<b>N</b>	<b>Micah Brown</b> NULCA	<b>N</b>	<b>Lori Koho</b> OPUC
<b>N</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>N</b>	<b>Nathan Taylor</b> Excavators	<b>N</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>N</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Scott Clement</b> Cities Population >25K	<b>N</b>	<b>Johnny Sapp</b> ODOT	<b>N</b>	<b>Mitch Burghlea</b> Cable TV
<b>N</b>	<b>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>N</b>	<b>Scott Gallegos</b> OUCC	<b>N</b>	<b>Tim Smith</b> Cities Population <25K
<b>N</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 1**

**No = 14**

**Not Present = 2**

Voting Record  
Motion 01-10-18-03

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**

Voting Record  
Motion 01-10-18-04

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**

Voting Record  
Motion 01-10-18-05

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**

Voting Record  
Motion 01-10-18-06

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**

Voting Record  
Motion 01-10-18-07

<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b>	<b>Kevin Christiansen</b> Counties	<b>N</b>	<b>Micah Brown</b> NULCA	<b>N</b>	<b>Lori Koho</b> OPUC
<b>N</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>N</b>	<b>Nathan Taylor</b> Excavators	<b>N</b>	<b>Geneece MacKay</b> Regulated Electric	<b>N</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>N</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N</b> <b>P</b>	<b>Scott Clement</b> Cities Population >25K	<b>N</b>	<b>Johnny Sapp</b> ODOT	<b>N</b>	<b>Mitch Burghlea</b> Cable TV
<b>N</b>	<b>Ryan Sandhu</b> Special Districts	<b>N</b>	<b>John Norrena</b> Public Utility Districts	<b>N</b>	<b>Scott Gallegos</b> OUCC	<b>N</b>	<b>Tim Smith</b> Cities Population <25K
<b>N</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 0**

**No = 15**

**Not Present = 2**

Voting Record  
Motion 01-10-18-08

<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N</b> <b>P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
<b>Y</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**

Voting Record

Motion 01-10-18-09

<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>Y</b>	<b>Nathan Taylor</b> Excavators	<b>Y</b>	<b>Geneece MacKay</b> Regulated Electric	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</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>Ryan Sandhu</b> Special Districts	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Tim Smith</b> Cities Population <25K
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	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 2**