

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College, Wilsonville Training Center Room 210, 29353 SW Town Center Loop E,
Wilsonville, OR 97070, January 13, 2016

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

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

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, David Sisson – CenturyLink, Dan Florenzo – OCC, Frank Planton – OCC, Scott Gallegos – NW Natural Gas.

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

Adopt Previous Board Meeting Minutes: Ron Stenger made a motion to accept the minutes as corrected. Nathan Taylor seconded the motion. Vote record 01-13-16-01

Open Testimony: None.

OUNC Operations Report:

Greg Snyder provided copies of the operations report to all board members present for the month of December 2015. All reports were reviewed. The Incoming ticket total for the month was 17,543 which was down 0.99% from 2014. The ITIC percentage was 60.49%. The Average Speed of Answer (ASA) for December was 20 seconds.

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of December 2015. All reports were reviewed. Total revenue for the month was \$15,082.71. Greg also provided copies of the December aging report.

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 December. Jarrod Morrison made a motion to approve the Treasurers Report for December 2015 as submitted and Tony Schacher seconded the motion. [Vote record 01-13-16-02](#).

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: No report

Vice Chair's Report: Ron Stenger: Ron welcomed all the new faces. Ron also gave a reminder to those whose terms are ending to either start looking for replacements for their positions or, if they are going to seek a second term, to submit the necessary paperwork.

Treasurer Report: Joyce Nelsen: Joyce is trying to get the Executive Council onto the Umpqua CD and needs to have the CD number and those to be added as signers to the CD specified in the meeting minutes. Ryan Sandhu made a motion to add the Board Chair - Jeff Daniels, the Vice Chair – Ron Stenger, the Treasurer – Joyce Nelsen, and the Secretary Trevor Voris to the Umpqua CD #4992736173. Ted Miller seconded the motion. [Vote record 01-13-16-03](#).

Secretary Report: Trevor Voris: No report.

PUC Representative Report: Lori Koho: Lori said the PUC was notified by PHMSA that any time grant money is given to a sub recipient the process needs to meet either federal or state procurement guidelines. For example: the \$20,000 grant for Locator Training, needs to go out for competitive bidding. There was no competitive bidding when contract awarded to Staking U. The new grant would be awarded in the second quarter of 2016 and the first locator training session is scheduled for May 2016. After further discussion it was decided that Lori Koho will see if the PUC has a model RFP as a competitive bid will need to go out for this grant cycle. Ron Stenger will also look into other options for Staking U. All information gathered should be referred to the Contracts Committee.

Lori Koho also reported that PHMSA sent another letter to The Governor, Susan Ackerman and Kevin Hennessy advising that the new Damage Prevention Rule has been implemented. Lori will send a copy of the letter to all Board Members. Lori says data on damages and trends for the state is needed. There was discussion and questions on mandatory damage reporting. Lori will take this question to the Damage Reporting Committee and check with other states and CGA best practices to see how they are obtaining the data.

Executive Session: None

Committee Reports:

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Budget and Audit Committee: Joyce Nelsen: Joyce reported that the CPA hired to do the review should be at the next meeting in February to give their report.

Contracts/RFP: Shannon Davis: Shannon was not present. Tony Schacher reported that he had contacted Michael Thompson (previous OUNC Board member that represented the PUC) and Michael was able to provide Tony a copy of an old RFP. Tony gave this old RFP to Shannon Davis. The RFP included a list of one-call vendors. The contract with the current one call vendor expires on 12/31/16.

Damage Reporting/Dirt: Lori Koho: Temporary Chair – No report but they have agenda items for a committee meeting.

Oregon Administrative Rules (OAR'S) & Tariff: Tony Schacher: Tony will be setting up a committee meeting. The committee is looking for direction on a possible change in ticket prices. Needs information on how to make changes to the tariff. The committee will also need to build a case for justification for a change in ticket prices.

Micah Brown is willing to take over as OAR Chair when Tony Schacher's term is up in June.

Policy & Procedures Committee: Matt Wales: Set up a committee meeting for Friday 01/22/16 in Sherwood.

Publicity Committee: Nathan Taylor: Nathan reported that they ran out of calendars but they are still on the website and can be ordered. The turn around time is fairly short.

All orders should now be going through the website and no longer be filling orders from emails sent directly to Pacific marketing. For the benefit of the new members, Nathan went over how the website works for ordering promotional items.

Kitty Davis has been in contact with Bi-Mart representatives about putting up additional signs in some stores. Also, as Pape is another music festival sponsor, Bi-Mart is making an introduction to see about putting promotional materials at front counters or on excavators.

The coloring contest is still being worked on for the Tualatin/Tigard school district.

Lamar Advertising will give a 50% discount for roving signs on Tri-Met buses in the Portland area. Cost would be \$6,700. After discussion on remaining P&E budget and checking for Board members interest it was decided that Kitty Davis, Scott Gallegos and Jarrod Morrison will check on getting corporate sponsorship from NW Natural, PGE, and PPL and also see if they do get sponsorship if can still get same corporate rate from Lamar Advertising. Tony Schacher made a motion to allow P&E Committee to spend up to \$6,700 for the bus advertising while perusing the partnerships with NW Natural, PGE & PPL. Matt Wales seconded the motion. **Vote record 01-13-16-04.**

It was noted that April is safe digging month. Lori Koho will see about getting a proclamation from the Governor.

Kitty Davis received information on the quantity of music festival tickets the OUNC would be receiving, parking, etc and the information provided did not match up with the information in the contract with Bi-Mart. Shannon Davis is working with Bi-Mart on this.

Luc Fortier with Pacific marketing is looking for new promotional items for distribution at the music festival events.

The trailer graphics wrap project is still in progress.

The committee received the pricing for billboards and has decided not to go forward with this idea at this time.

Color code cards have been ordered in Spanish and will be available soon.

Enforcement Committee: Lori Koho: Lori advised the Board that there will be an enforcement action on Friday 1/15/16. Nathan Taylor will be participating. Lori gave background on the enforcement process for complaints. There was additional discussion on the make up of the enforcement panel. There is a need to have a committee meeting to go further into the enforcement process. Although the PUC wants to get stakeholders to buy-in, the process is completely in the control of the PUC.

There was discussion on the need to have written documentation on the outcome of enforcement actions. Lori Koho will create a form for use when a person or company has agreed to go through training in return for reduced fines. Both the trainer and the violator will sign the form and the violator needs send to the PUC.

Scott Gallegos asked to be added to the Enforcement Committee.

Training and Education Committee: Troy Rabe: Troy was not present. There was discussion about having the Board Meeting in Ontario. Frank Planton with OCC will contact the Call center for the Boise Idaho area for those that are located in Idaho but work in the Ontario area. Also, Greg Snyder with OCC will include contractors in the Ontario area when they send out the free format message for the May message.

Next months Board meeting agenda should include a discussion on the best time to have a damage prevention forum, a breakfast the day of the meeting or a dinner the night before the meeting.

Membership: Lori Koho: Lori greeted the three new Board Members, Nathan Rivera, John Norrena, and Ron Coffell, and each introduced themselves.

Lori drafted an announcement regarding the vacant Contractor position and gave to Nathan Taylor to post on the OUNC and PUC websites. This announcement can be used as a template for future openings.

Pacific Corp is still working on getting a replacement for Jarrod Morrison's position.

Jeff Daniels noted that the Board Member information on the OUNC website needs to be updated. Each member should update their own information and let Nathan Taylor know of the changes. Nathan will follow up with Jen at Bent Metal to make sure both the website and the mirror site get the same updates.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell: Ron is the new OUCC Chair and will fill Kenny Hamlin's Board Position. The OUCC had a meeting and selected officers. All other officers stayed the same and Scott Gallegos filled a new position of damage chair.

The OUCC will be tasking each local UCC to provide a better accounting of how their money is being used.

Bryan Baxter is still working on getting an event trailer (mentioned earlier under Publicity Committee) and he may be asking the OUNC Board for help with funding or money for expenses.

There was discussion on getting access to the new Oregon Dirt system. Jarrod Morrison is administrator for now and he will get Lori Koho access and make her application administrator manager. Also Linda Holloway with the Washington UTC may be able to help with access.

Joyce Nelsen advised that the OUNC will pay \$10,000 to OUCC and \$38,000 for local council assistance now and the rest in February.

National Industry News: NULCA, CGA, Open Discussion: The OUNC Board will send Ron Stenger and Jeff Daniels to the CGA Conference in March. Since Jeff is the OUNC Board Chair and Ron is the Vice Chair, Trevor Voris will preside over the March OUNC meeting.

Scott Gallegos will also be attending CGA.

Old business: Jarrod Morrison made a motion to adopt the 2016 OUNC Meeting schedule and Ron Coffell seconded the motion. [Vote record 01-13-16-05](#)

New Business: Jeff Daniels thanked the outgoing Chair Jarrod Morrison for his time on the Board and presented Jarrod with a plaque to commemorate his service. The Board also has a plaque for Kenny Hamlin.

The Board asked Greg Snyder to check on the 2015 ticket totals and January 2016 ticket totals for the City of Dallas. They are also now over the 15,000 population limit.

Good of the Order: Nathan Taylor had a question on referring a customer to the call center if they are not sure if they should be registered with the one call center. Greg Snyder advised that the call center can let the customer know that if they have underground facilities in the public right of way then they should be registered and the center can send out the OUNC Marketing Package with the forms and instructions for registering but the call center can not decide for the customer if they are actually in the right of way for them. Nathan will investigate further.

Trevor Voris notified the Board that Washington County will be hosting an ITIC training session on 1/21/16 led by Kevin Bissell from the One Call Center.

Jarrold Morrison made a motion to adjourn the meeting and Tony Schacher seconded the motion. **Vote record 01-13-16-06**

Adjourn.

Voting Record
Motion 01-13-16-01

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

Summary

Yes = 16

No = 0

Not Present = 3

Voting Record
Motion 01-13-16-02

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

Summary

Yes = 16

No = æ

Not Present = 3

Voting Record
Motion 01-13-16-03

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

Summary

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No = 0

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Voting Record
Motion 01-13-16-04

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

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Not Present = 3

Voting Record
Motion 01-13-16-05

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

Summary

Yes = 16

No = 0

Not Present = 3

Voting Record
Motion 01-13-16-06

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