

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

Meeting Minutes, Eastern Oregon Trade and Event Center,  
 1705 East Airport Road Hermiston, OR, 97838 October 11, 2017

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

<b>X</b>	<b>Nathan Rivera</b> Municipal Electric	<b>X</b>	<b>Kevin Christiansen</b> Counties	<b>X</b>	<b>Micah Brown</b> NULCA	<b>O</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>Geneece 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>Matt Wales</b> Cities Population >25K	<b>X</b>	<b>Johnny Sapp</b> ODOT	<b>X</b>	<b>Mitch Burghelea</b> Cable TV
<b>X</b>	<b>Ryan Sandhu</b> Special Districts	<b>O</b>	<b>John Norrena</b> Public Utility Districts	<b>X</b>	<b>Scott Gallegos</b> OUCC		
	<b>Open</b> Cities Population <25K		<b>Open</b> Interstate Natural Gas Pipeline		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
			<b>Open</b> Contractors		<b>Open</b> Railroads		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Frank Planton – OCC, Josh English – WTechLink, Yvonne Bustos – Pacific Corp, J.R. Gonzalez – NW Natural, Tim Smith – City of Pendleton, Dawn Hickson – OUCC, Fred Corona – Williams.

**Introductions:** Nathan Rivera welcomed everyone to the meeting and introductions were completed.

**Adopt Previous Board Meeting Minutes:** Joyce Nelsen moved to accept the minutes as presented. Ron Stenger seconded the motion. Vote record 10-11-17-01.

**Open Testimony:** Ron Stenger with DirectLink read a statement against the proposed changes to the Oregon Utility Notification Centers Enforcement Committee Statement of Purpose. Ron also submitted information on a Fiber Optic Damage Campaign. Discussion followed.

**OUNC Operations Report:** Greg Snyder advised the Board that the collection agency working on three past due accounts found that two of the members are out of business and they will not be able to collect on those accounts. Kyle McCauley, with one of the local UCC's, was able to find that a company named TOMCO may have taken over the facilities previously owned by Intelligent Community Services. The collection agency also received a letter from Carl R. Clinton with Rodlun Road Water System, the third member referred to the collection agency, stating that he had attended a Board Meeting back in March of 2008 and after the meeting he believed they had been removed from the one call system. Minutes from that meeting were found and the only decision made was to forgo the amount due. Nathan Rivera, acting Chair, will draft a letter to TOMCO to verify if they are operating underground facilities and draft a letter to reply to Mr Clinton.

Greg also advised the Board that voluntary Ticket Check (positive response) has been activated in Oregon.

Adam Franco will be attending the November 2017 Board Meeting to demonstrate the Oregon App.

Greg presented the Board with a shovel painted with the Oregon 811 logo. A shovel was prepared for each customer of One Call Concepts.

Greg also wanted to verify the names of the Board members that should be included in the voting records. A list will be supplied. Nathan Taylor volunteered to update the members and their terms spreadsheet. Ryan Sandhu will check on the current process to get applicants names submitted and approved. There was discussion on the varying times it takes to get someone appointed to the Board.

Greg also discussed the Boards request to get either the color codes or a link to where excavators can get the color codes (and possibly additional information) added to the email copy of the ticket that the call center sends out to those that provide an email address when submitting a ticket. Greg will get some examples.

All Board Members had previously been emailed copies of the August and September 2017 operations reports. Greg went over the highlights for each month. The incoming ticket total for August was 29,927 which was up 2.50% from 2016 and the incoming ticket total for September 2017 was 25,966 which was down 1.39% from 2016. The ITIC percentage for August was 58.55% and for September it was 58.10% The Average Speed of Answer (ASA) was 30 seconds for August and 43 seconds for September.

**OUNC Billing & Aging Report:** Greg Snyder previously emailed all Board Members copies of the billing reports and the aging report for the months of August and September 2017. Highlights of the billing reports were reviewed.

The Board was reminded that the per ticket price went up in July 2017. However, as the price increase is tied to the Consumer Price Index which does not come out until August 2017, the ticket price increase was retroactively applied to July's tickets and show as a line item on the August Billing Summary as in past years.

Greg also noted that the September Aged Report showed that most of the past due monies were still owed by Frontier Communications. However, some payments were being received and the total amount past due was less than the previous month. Greg will continue to track these past due amounts.

**Treasurer Report:** Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for the months of August and September 2017. Shannon Potter made a motion to accept the Treasurer's Reports for August and September 2017 and Ryan Sandhu seconded the motion. [Vote record 10-11-17-02](#).

Joyce will start referencing committees associated with payments.

Joyce will also track large project budgets/payments such as for the Oregon Utility Safety Summit (OUSS).

Joyce asked if any Board Member would be contacting legal (Department of Justice) to advise the Chair Person (Nate Rivera) and Lori Koho first.

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

**Chair's Report:** Nate Rivera (Acting Chair). Nate reported on his trip to the One Call Concepts (OCC) Users Group Conference in San Diego. He thought it was a worthwhile conference.

**Vice Chair's Report:** Nathan Rivera: See above

**Treasurer Report:** Joyce Nelsen: Joyce also provided feedback on the OCC Users Group Conference. She found that Oregon is one of a few states providing Locator Training.

Joyce also reported that the general liability insurance has not been paid yet as the payments had greatly increased and she just received an explanation on the increase.

Also the cost for OAR's has increased.

**Secretary Report:** Ryan Sandhu – Ryan reported on the Transparency Website and that there would be some requirements the OUNC will need to meet for the but he is waiting for additional information.

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

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#### **Executive Session: None**

**Visit with Locator Training Class:** The Board took the opportunity to visit the Locator Training Class, being conducted in another room at the meeting site, and answered questions from those in the class.

#### **Committee Reports:**

**Budget and Audit Committee:** Joyce Nelsen: Joyce went over the proposed 2018 budget. She will email the information to all Board Members and they will vote on the budget at the November meeting.

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

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**Damage Reporting/Dirt:** Lori Koho: No report. It was noted that the OUCC website has a tutorial on how to access Oregon DIRT.

**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown: Micah went over the proposed change in definition of Reasonable Accuracy Zone changing the wording from "... both sides..." to "... all sides...". After discussion it was decided that Scott Gallegos would draft a FAQ on this issue and Micah will take this item back to committee.

The committee is recommending changes to OAR 952-001-0070. After discussion Micah Brown moved to change 952-001-0070 to add a new (3) to read as follows

(3) An operator or designated agent must have a documented agreement or arranged marking schedule, date and time with excavator for marks to be placed prior to excavation. Johnny Sapp seconded the motion. After much discussion it was determined the change, as written, would not work. **Vote record 10-11-17-03**

Micah Brown made a motion to change 952-001-0070 by amending (1) and adding subsection (1) (d). Joyce Nelsen seconded the motion.

After discussion Micah amended the motion to make additional changes, Geneece MacKay seconded the amended motion. The motion would change (1) to read: Within 2 business days (48 hours) after the excavator notifies the Oregon Utility Notification Center of a proposed excavation, the operator or its designated agent must:

(a) no changes to this subsection

(b) remove the word "or" from the end of this subsection

(c) add the word "or" to the end of this subsection

(d) add subsection (d) to read: An operator or designated agent must have a documented agreement or arranged marking schedule, date and time with excavator for marks to be placed that exceed 2 business days. **Vote record 10-11-17-04**

Micah discussed changes the committee wanted to make to 952-001-0080. After discussion Micah will take this item back to committee.

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

**Publicity Committee:** Joyce Nelsen: Joyce reported that there is \$7,000 left in the 2017 publicity budget. Joyce Nelsen made a motion to move \$10,000 from the current standard manuals budget and into the publicity budget and Shannon Potter seconded the motion. **Vote record 10-11-17-05**

The committee is considering getting 3 foot measuring sticks in the colors utilities use to mark out their lines in the amount of approximately 50-100 for each UCC.

The committee will also need to order swag for the Oregon Utility Safety Summit.

**Enforcement:** Lori Koho: No report.

**Training and Education Committee:** Ron Stenger: Ron reported that in the latest issue of Damage Prevention Magazine the Oregon Utility Safety Summit (OUSS) has a half page ad.

The OUSS registration opened last Friday and there are approximately 100 registrations so far.

The OUSS budget is on track and sponsorships are still coming in.

Kitty Davis is working on getting exhibitors and vendors. If anyone is interested please contact Kitty or use the registration form. They want to have 20 exhibitors.

The third and last Locator Training class of the year is being completed today. UTA has done very well in the training they have provided.

**Membership:** Lori Koho: No report but this was previously discussed.

**Oregon Utilities Coordinating Council (OUCC) Report:** Dawn Hickson with the Metro Utility Coordinating Council advised that the OUCC Board has scheduled a meeting on Tuesday December 12<sup>th</sup> in Salem from 10am – 2pm. There will be a couple of guest speakers and voting on the officers.

Shannon Davis noted that it would be good for the OUNC Board to show support for the OUCC.

**Executive Coordinator Committee:** Shannon Potter. Shannon reported that the committee met and decided to start over. They need to reevaluate the current needs/wants of the Board. They sent out emails to all Board members but only received two back.

The committee feels the Board needs a visioning session as the last one was in 2013. Discussion followed.

Nate Rivera will work with Kitty Davis to get a visioning / Strategic Planning Session in place. They will try for March 14, 2018 to bring in a facilitator. This meeting would be in place of the regular committee meetings usually scheduled for that month. Joyce Nelsen will send the report on the 2013 Strategic Planning Session to Kitty.

**National Industry News: NULCA, CGA, Open Discussion:** The Oregon Utility Safety Summit will be held February 21, 2018 at the Salem Fairgrounds.

CGA is March 6-8, 2018. Information is on the CGA website.

**Old business: None**

**New Business:** Office nominations. Nathan Rivera announced that he will be leaving the OUNC Board once there is a replacement for his position. He is still willing to serve as the Chair if asked. Office nominations.

Nathan Rivera nominated Ryan Sandhu for Secretary  
Nathan Rivera nominated Joyce Nelsen for Treasurer  
Ron Stenger nominated John Norrena for Vice Chair  
Ryan Sandhu nominated Scott Gallegos for Chair  
Ron Stenger nominated Nathan Rivera for Vice Chair  
Ron Stenger nominated Mitch Burghelea for Vice Chair  
Nathan Rivera nominated Micah Brown for Chair  
Ryan Sandhu nominated Nathan Taylor for Vice Chair.

The meeting schedule for 2018 was discussed and it was decided to have 3 Locator Training classes.

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**Good of the Order: None**

**Meeting Adjourned.**

Voting Record  
Motion 10-11-17-01

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

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 3**

Voting Record  
Motion 10-11-17-02

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

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 3**

Voting Record  
Motion 10-11-17-03

<b>N</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>P</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>Matt Wales</b> Cities Population >25K	<b>N</b>	<b>Johnny Sapp</b> ODOT	<b>N</b>	<b>Mitch Burghelea</b> Cable TV
<b>N</b>	<b>Ryan Sandhu</b> Special Districts	<b>N</b> <b>P</b>	<b>John Norrena</b> Public Utility Districts	<b>N</b>	<b>Scott Gallegos</b> OUCC		
	<b>Open</b> Cities Population <25K		<b>Open</b> Interstate Natural Gas Pipeline		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
			<b>Open</b> Contractors		<b>Open</b> Railroads		

**Summary**

**Yes = 0**

**No = 12**

**Not Present = 3**

Voting Record  
Motion 10-11-17-04

<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b> <b>P</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>N</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>Matt Wales</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghelea</b> Cable TV
<b>Y</b>	<b>Ryan Sandhu</b> Special Districts	<b>N</b> <b>P</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC		
	<b>Open</b> Cities Population <25K		<b>Open</b> Interstate Natural Gas Pipeline		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
			<b>Open</b> Contractors		<b>Open</b> Railroads		

**Summary**

**Yes = 11**

**No = 1**

**Not Present = 3**

Voting Record  
**Motion 10-11-17-05**

<b>Y</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>N P</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>N P</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>Matt Wales</b> Cities Population >25K	<b>N P</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>N P</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Scott Gallegos</b> OUCC		
	<b>Open</b> Cities Population <25K		<b>Open</b> Interstate Natural Gas Pipeline		<b>Open</b> Electric Cooperatives		<b>Open</b> Natural Gas Distribution
			<b>Open</b> Contractors		<b>Open</b> Railroads		

**Summary**

**Yes = 9**

**No = 0**

**Not Present = 6**