

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College, Wilsonville Training Center, Room 211,
 29353 SW Town Center Loop E, Wilsonville, OR 97070, October 12, 2016

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

O	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	O	Matt Wales Cities Population >25K	O	Ted Miller ODOT	X	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	O	Troy Rabe Cable TV	O	Tony Schacher Electric Cooperatives		
X	Micah Brown NULCA	X	John Norrena Public Utility Districts	O	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Others in attendance were: Kitty Davis – OUNC, Kevin Bissell – OCC, Lynne Cuevas – City of Portland, John Sapp – ODOT, Jarrod Morrison – PGE, Anne Bird – USIC, Mitch Burghlea – Comcast, Luc Fortier – Pacific Marketing

Introductions: Ron Stenger welcomed everyone to the meeting. Introductions were completed. Ron mentioned he was notified that there would be public testimony and read public testimony notice.

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the minutes as corrected. Lori Koho seconded the motion. **Vote record 10-12-16-01**

Open Testimony: Jarrod Morrison (See Attachment 1), Lynne Cuevas (See Attachment 2) – ATTACHMENTS located at the end of the meeting minutes.

OUNC Operations Report:

Kevin advised the Board that OCC will sponsor the Bi-Mart/OUNC Calendars and will contribute \$2,500.

Kevin advised the board that OCC has decided not to sponsor the OUCC trailer at this time.

Kevin provided all board members with a copy of the operations report for the month of September 2016. All reports were reviewed. The incoming ticket total for the month was 26,366 which was up 0.23% from 2015. The ITIC percentage was 55.91%. The Average Speed of Answer (ASA) for September was 41 seconds.

OUNC Billing & Aging Report: Kevin Bissell provided copies of the billing reports for the month of September 2016. All reports were reviewed. Total revenue for the month was \$25,936.47.

Kevin advised the board that Pine Ridge Pump (OR district code PRP01) is now at collections

Lori Koho mentioned more information is needed about how collections are handled and who it should go through and will be gathering more information on the subject.

Treasurer Report: Kevin Bissell advised the board that there was no vote on record to accept the Treasurer's report for August, given at the September meeting. Ron Stenger asked if anyone knew of any reason the board could not accept it at this time. Finding no reason to disallow this, Ron Stenger Motioned to accept the August Treasurer's report as given at the September Meeting. Lori Koho seconded. [Vote record 10-12-16-02](#)

Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for the month of September. Lori Koho Motioned to accept the Treasurer's Report. Nathan Taylor seconded. [Vote record 10-12-16-03](#)

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: No report.

Vice Chair's Report: Ron Stenger: No Report

Treasurer Report: Joyce Nelsen: Joyce presented Jersey that JJ Harrison wore during the period the board sponsored him. It was presented to the board.

Joyce reported that checking account and CD account needs names on account updated due to Trevor Vorriss having resigned and Ron Stenger retiring. Shannon asked what Policies & Procedures says about the subject. Joyce will check with banks to determine their procedures for updating the names.

Lori Koho motioned to remove Trevor Vorriss and Ron Stenger from the Riverview Bank Checking Account and Umpqua Bank CD Account. Shannon Davis seconded [Vote record 10-12-16-04](#)

Secretary Report: Ryan Sandhu – Ryan asked if everyone wanted a copy of the Draft Agenda rather than just the final. The consensus was that only the Officers need a draft version.

Ryan said that if there is ever a delay in him responding to a message or email, send him a reminder so he can respond.

PUC Representative Report: Lori Koho: Lori reported discussion with Department of Justice regarding an event that OSHA observed where a line was hit. This was not as a result of an RAA or a report to OSHA. Although their documentation was not what is normally considered enough to proceed with an investigation, looking into the event in question, found that OAR 952-001-0090 (2) (c) does not cover the vertical or Z-axis. The attorney from DOJ stated that if litigation was needed, the whole rule would be unenforceable. The OAR Committee would like permission from the board to look into adding a depth requirement.

Jarrold Morrison responded that he believes there was some sort of rule(s) previously in place that had been removed in the past. Shannon Davis asked if Lori could share their general thoughts or concepts regarding the direction the OAR Committee were thinking for changes to be made. Lori Koho mentioned using the term or phrase Radial, to indicate reasonable accuracy in 3 dimensions. Additional discussion followed.

Lori Koho – Lori mentioned the public meeting process allows the option to post draft minutes. The current practice of waiting until the next meeting to approve the previous month’s minutes, and not posting the minutes until approved, is not as transparent as needed as this results in undue time passing before information is available to stakeholders. Lori also asked if the board should document what constitutes official notice of public meetings. Lori stated that some of the Policies and Procedures need to be updated to reflect the standards the board should follow. Lori stated that as soon as the minutes are put together they should be posted, as the language she found doesn’t give exact deadline for doing so.

Ron Stenger – Ron asked Kevin Bissell to pass the request to Greg Snyder to post the meeting minutes promptly.

Jarrold Morrison – Jarrold mentioned that the Policy & Procedures committee met earlier in the year, but since the committee hasn’t met again as of the current date, there are no minutes posted for that meeting.

Kitty Davis – Kitty mentioned that she was told to send meeting minutes to chairperson who was responsible for posting them and would like to have this reflected in the Policies & Procedures

Executive Session: None.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce made a draft budget and sent to members of the committee who were not present. Joyce hoped to get feedback before posting final draft. Discussed possible budget adjustments.

Joyce Mentioned that \$20,000 Grant was left in budget for Locator Training, based on last year’s numbers.

Lori Koho said that they would have to look at the grant process due to the risks to funding based on the documentation required and changing expectations in the process. Grant Requests would have to be submitted by next 10/21/16.

Contracts Committee: Shannon Davis – Shannon will be getting Final Contract Version to OCC. Joyce Nelsen Reported that TX811 sent “Thank You” letter to the board for allowing them to bid.

Jarrold Morrison asked to be removed from the Contract Committee now that the majority of work was completed.

Ron Stenger asked what companies the Contracts Committee works on RFP’s for. Discussion determined that Call Center, Locator Training, and Marketing are the 3 categories involved.

Damage Reporting/Dirt: Lori Koho: Lori presented info about and Demonstration of CGA’s Interactive DIRT Report. Discussion followed about how information is submitted and what conclusions can be drawn from it. Lori recommended that each person examines the site personally and become more familiar with it.

Jarrold Morrison mentioned that OCC may be able to help correlate damages by comparing DIRT information by number of tickets a company receives.

Discussion followed about who pays for Virtual Private Dirt and Joyce Nelsen mentioned she had never paid a bill or received an invoice for it.

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown: Micah discussed differences in what made it into the printed Standards Manual as opposed to what is listed on the Secretary of State’s website. Discussion followed the proposed changes. Micah will make the changes and bring them to the board for review.

Micah Brown expressed the desire to get the Board’s thoughts and feedback on pursuing the topic of a voluntary Positive Response system at this time. It was discussed that if positive Response is voluntary than no rulemaking would be needed, although business rules would need to be updated with OCC.

**Note – After the Board meeting, Micah Brown asked to have noted that Dan Miles name should be added to the OAR & Tarriff Committee.

Policy & Procedures Committee: Matt Wales: Not Present

Publicity Committee: Shannon Davis. Shannon suggested committee members be shown on the website better. Lori Koho suggested that the website needs updated.

Kitty Davis: Kitty discussed topic of reprinting the Standards Manuals as current inventory is low, but may be amended in very near future.

Ryan Sandhu - Motioned that the Board purchase 5000 more Standards Manuals. Ron Stenger seconded.

Vote record 10-12-16-05

Kitty Davis: Kitty found a company willing to translate the Standards Manual into Spanish for \$1700. Discussion followed and it was suggested that the Spanish version of the manual be placed on the website.

Enforcement: - Shannon Davis: Shannon asked for feedback on suggestions for who should be required to attend training as a result of enforcement. Ron Stenger suggested 3 people minimum from different departments. Ron Suggested having a Facility Operator/Engineer, Excavator, & Locator.

Lori Koho: Lori mentioned that Kay Barnes Distribution List needs a response by October 14th.

Training and Education Committee: Troy Rabe: Troy not present.

Ron Stenger Mentioned that the board found out Troy has resigned his position. Ron Stenger stated that Ron Coffell volunteered to take over for Troy in an email.

Shannon Davis: Shannon mentioned that she has received feedback that excavators understand the need to call before excavation, but are unclear on their expectations outside of just making the call. Discussion followed on what excavators should do and expect to see as part of this process, through some sort of online training program and/or excavator certification. Lori Koho mentioned that both her and Kevin Hennessy have looked at similar programs in other states and found cost estimates ranging from \$15,000-20,000.

Joyce Nelson mentioned that \$25,000 was put into the 2017 budget for Excavator Training.

Jarrold Morrison presented to the board a “Board Member Initiation” notebook that the Board may want to review & update in order to present to new board member.

Jarrold Morrison that PGE has created their own online training program for excavators and may be willing to share it, but would have to receive authorization first.

Joyce Nelsen motioned that the OPUC pursue grant for an online education program covering all requirements of rules and law, demonstrating competency of rule, OUNC is interested in finalizing development, setting specifications, hosting program once available. Shannon Davis Seconded **Vote record 10-12-16-06**

Lori Koho mentioned that she would do her best, but the short deadline to submit grants may prevent it from happening.

Membership: Lori Koho: Lori mentioned that Nate Rivera is able to get on a full term without reapplying with the Governor.

Lori is still working on getting Johnny Sapp with ODOT approved. Somewhere the process was not started, so she asked the Governor’s office to start the process.

Lori stated Russ Thomas had a name for her, but was not present.

Lori reached out to Association of Oregon Counties subgroup that has to do with highways and counties. The association is looking for a replacement for Trevor Vorris. The association will vote on who they want to have fill the position and get back to Lori.

Lori is working on finding the person to fill the vacant Railroad position that Ted had given her. They will be in contact with her for further information.

Lori mentioned that Brant Wolf needs another email sent to his company in order to proceed with filling Ron's Position.

Joyce Nelsen: Joyce asked if Paul Haure had talked to Ron Stenger about his replacement

Lori asked about removing a board member and was told to find the minutes. Since this was from 1996, Lori will be reaching out the Communications & Railroads group.

Mircea (Mitch) Burghilea said Comcast is interested in becoming part of the board, but is investigating how it will work. Scott Wheeler will be contacting Lori for More Info

Lori Koho mentioned that Troy's ending date for his term was different than what was expected. Jarrod said this might be due to Troy replacing Jamie Stencil.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell was not present. Ron Stenger mentioned he heard good reports about outreach from the various UCCs. Discussion followed about whether or not UCC's were holding back on spending their money.

National Industry News: NULCA, CGA, Open Discussion: Ron Stenger stated that Hurricane Matthew is making work for a lot of companies, especially in the eastern parts of the country.

Old business:

New Business: Ryan Sandhu mentioned that looking into the notification polygons set up for each company and ensuring they are updated regularly can be quite helpful. Suggested finding out what their internal buffers are and discuss at the next meeting.

Good of the Order: None

Ron Stenger made a motion to adjourn the meeting and Micah Brown seconded the motion **Vote record**
10-12-16-07

Adjourn.

Voting Record
Motion 10-12-16-01

N P	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	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	Y	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 9

No = 0

Not Present = 9

Voting Record
Motion 10-12-16-02

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

Summary

Yes = 7

No = 0

Not Present = 9

Abstained = 2

Voting Record
Motion 10-12-16-03

N P	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	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	Y	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 9

No = 0

Not Present = 9

Voting Record
Motion 10-12-16-04

N P	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	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	Y	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 9

No = 0

Not Present = 9

Voting Record
Motion 10-12-16-05

N P	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	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 8

No = 0

Not Present = 10

Voting Record
Motion 10-12-16-06

N P	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	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 8

No = 0

Not Present = 10

Voting Record
Motion 10-12-16-07

N P	Jeff Daniels Natural Gas Distribution	Y	Dan Miles Regulated Electric	N P	Ron Coffell OUCC	Y	Lori Koho OPUC
N P	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Dan Jensen Interstate Natural Gas Pipeline	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	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	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open Counties		

Summary

Yes = 7

No = 0

Not Present = 11

ATTACHMENT 1

Open Testimony for October 12, 2016 Oregon811 (Utility Notification Center) Board of Director Meeting

Respectfully submitted by Jarrod Morrison on behalf of Portland General Electric

Please see the attached PBOT permit excerpt (Note 6) as well as the attached drawing depicting a street intersection with existing utilities and a proposed new bore path.

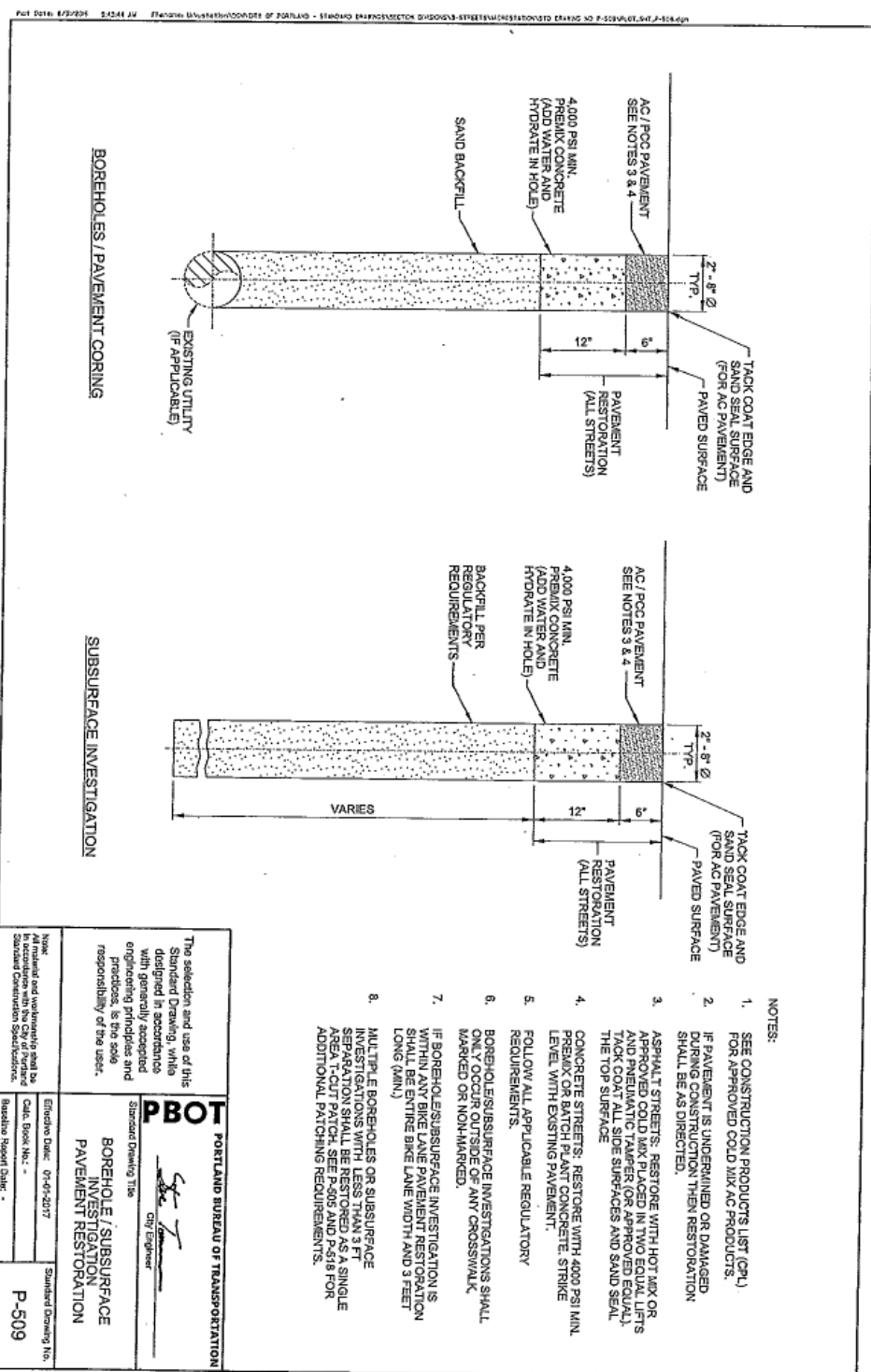
Given the PBOT permit prohibits potholing within a crosswalk marked or unmarked, if a utility being installed must cross the path of existing utilities and the excavation must be made within the reasonable accuracy zone, and the path of the new utility is within an area that would be considered a crosswalk, how will the excavator comply with OAR 952-001-0090 (2)(c) ?

Under OAR 952-001-0010 (13) "Non Invasive" The definition of "non-invasive", as stipulated in OAR 952-001-0090 (2) (c) is: The exposure of any underground facility using a practice which does not damage any part of the facility.

I believe that exposure means to pothole and put "eyes-on" the facility that exists is a potential conflict with the installation of the new utility. If the crossing of the existing utility is made within the area of a street intersection that would be considered a crosswalk then it must be potholed per rule. PBOT's permit requirements conflict with state rule under the scenario described above.

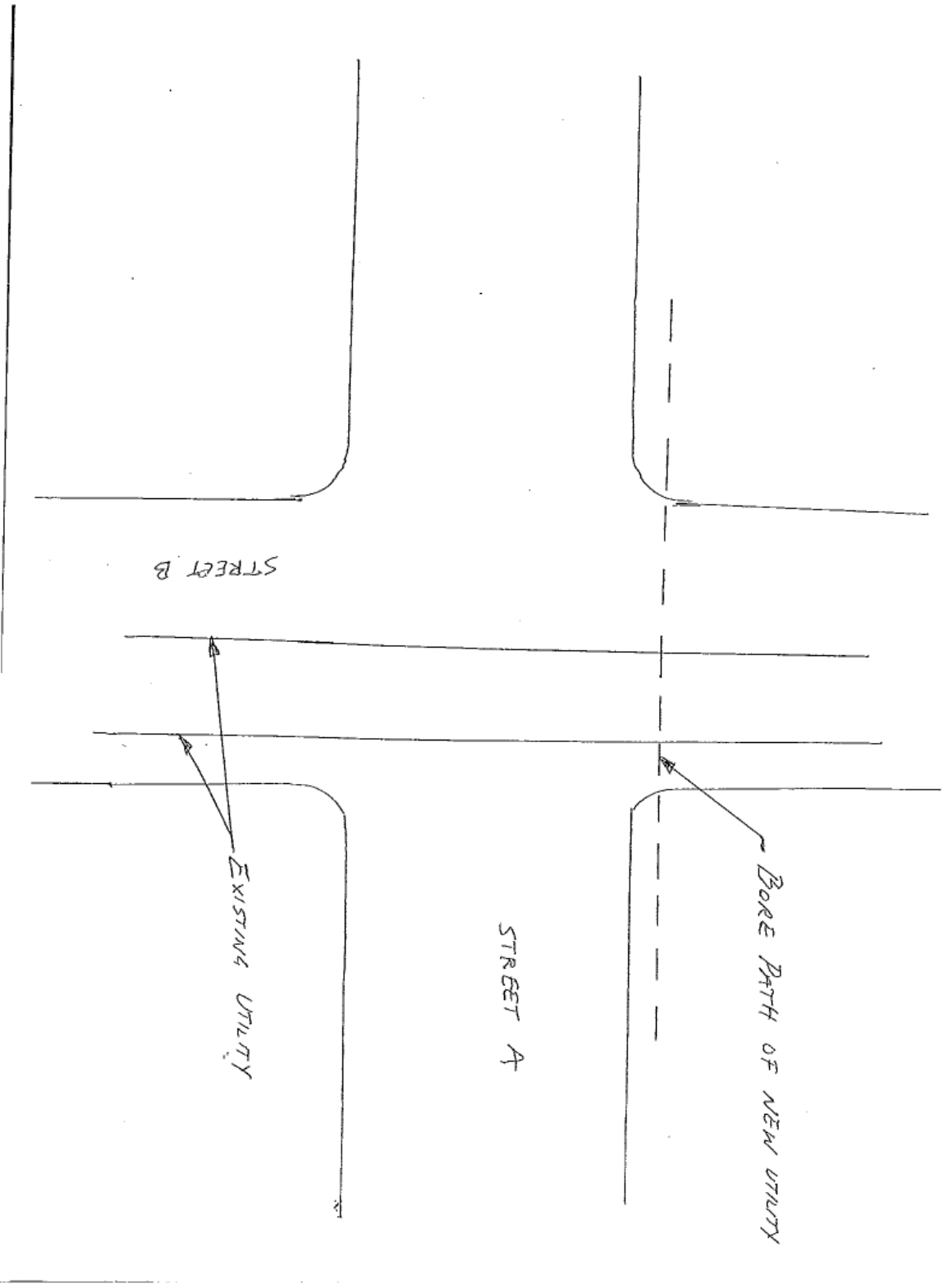
Thank you for your time and consideration.

Jared Morrison Submitted notes with his Testimony



<p>The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user.</p>	
<p>PORTLAND BUREAU OF TRANSPORTATION</p> <p>Standard Drawing Title</p> <p>BOREHOLE / SUBSURFACE INVESTIGATION PAVEMENT RESTORATION</p> <p>City Engineer</p>	<p>Standard Drawing No.</p> <p>P-509</p>
<p>Effective Date: 07-01-2017</p> <p>Calc. Book No.:</p> <p>Revision Report Date:</p>	

- NOTES:
1. SEE CONSTRUCTION PRODUCTS LIST (CPL) FOR APPROVED COLD MIX AC PRODUCTS.
 2. IF PAVEMENT IS UNDERMINED OR DAMAGED DURING CONSTRUCTION, THEN RESTORATION SHALL BE AS DIRECTED.
 3. ASPHALT STREETS: RESTORE WITH HOT MIX OR APPROVED COLD MIX PLACED IN TWO EQUAL LIFTS TACK COAT ALL SUE SURFACES AND SAND SEAL THE TOP SURFACE.
 4. CONCRETE STREETS: RESTORE WITH 4000 PSI MIN. PREMIUM OR BATCH PLANT CONCRETE. STRIKE LEVEL WITH EXISTING PAVEMENT.
 5. FOLLOW ALL APPLICABLE REGULATORY REQUIREMENTS.
 6. BOREHOLE/SUBSURFACE INVESTIGATIONS SHALL ONLY OCCUR OUTSIDE OF ANY CROSSWALK MARKED OR NON-MARKED.
 7. IF BOREHOLE/SUBSURFACE INVESTIGATION IS WITHIN ANY EXISTING PAVEMENT RESTORATION SHALL BE ENTIRE BIKE LANE WIDTH AND 3 FEET LONG (MIN.)
 8. MULTIPLE BOREHOLES OR SUBSURFACE INVESTIGATIONS WITH LESS THAN 5 FT SPACING SHALL BE RESTORED AS A SINGLE AREA. COLD MIX SHALL BE RESTORED AND P-518 FOR ADDITIONAL PATCHING REQUIREMENTS.



Downtown Portland (CBD)

1. In downtown Portland a 48 hr locate ticket isn't enough time given the amount of requests we receive. There are so many utilities in ~~at~~ downtown along with light rail tracks, street car tracks and overhead cantenary lines that signals are distorted and it is hard to find our conduits with all of that.

952-001-0040 2. Contractors are giving us large areas to locate instead of just marking the exact area they are going to excavate.

3. Many callers request Row[?]-Row to avoid having to visit the site and put white paint where they are actually digging. Most people that call a locate are not the person doing the excavating.

Our Safety

1. Our safety is the main reason I am here. When a caller asks for Row-Row, we are exposed to traffic for far more than we need to be. Usually Row-Row calls tickets don't actually need it. They are wanting to see where everything is before they decide where to dig. We normally call that a Pre-survey. 952-001-0080
2. Locators working under contract for utilities etc. are not able to voice their concern and frustration as they are employed by the people calling in the locates. I am fortunate that I work for the city and can come forward and address these issues without being disciplined. Many, actually all of the other locators I have spoken to in this situation have asked for me to help make some improvements

Education

1. How can we better educate callers about the one call system so that we can reduce our risks in the field?
2. Callers are generally office personnel trying to explain where the area to be located is. Many times it turns into the locator having to guess where they are talking about as there won't be any white paint many times.
3. Directional boring is very common in downtown Portland. The best contractors to locate for PUT a runline in white paint. It is very effective and makes our job much easier.
4. It would be great if there was a 10 question test on how to use the 811 system before a contractor could request a locate.