

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, OPUC – Main Hearing Room, Beardsley Building,
 201 High St. SE Salem, OR, 97301 November 8, 2017

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

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

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Adam Franco – OCC, Jim Holzer – OCC, Corrine Sullivan – OCC, Luc Fortier – Pacific Marketing, J.R. Gonzalez – NW Natural, Tim Smith – City of Pendleton, Dawn Hickson – OUCC / Clackamas County, Jessica Malmstedt – Williams, Mark Fulop – Facilitation & Process, LLC, Jarrod Morrison – PGE, Scott Clement – City of Portland, Kevin Hennessy – OPUC, Anne Bird – USIC.

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 corrected. Shannon Potter seconded the motion. **Vote record 11-08-17-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder. Nathan Rivera asked Greg to provide Nathan with new copies of the letters to go out to those that may have underground facilities but are not registered with the one call system and for those that are requesting to be removed from the one call system. Nathan will make sure that the proper letters have been sent out to TOMCO and Rodlun Road Water Systems.

All Board Members had previously been emailed copies of the October 2017 operations reports. Greg went over the highlights for the month. The incoming ticket total for October was 28,212 which was up 16.22% from 2016. The ITIC percentage for October was 60.01%. The Average Speed of Answer (ASA) was 37 seconds for October.

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

Greg Snyder followed up with the Board regarding Connexion Technologies under district code CONNT01. Greg reported last month that the collection agency hired to pursue the past due amount advised that this company is no longer in business, has filed bankruptcy, and the past due amount of \$326.70 is not collectable. Joyce Nelsen moved to have One Call Concepts (OCC) bill the \$326.70 back to the OUNC and the OUNC would write this off as uncollectable. Ron Stenger seconded the motion. **Vote record 11-08-17-02.**

Greg reported that Joyce Nelsen asked Greg to check on the \$52.50 past due amount owed by Tribal 1 Broadband and that the call centers Database Department was checking into that issue.

Greg was asked to check on the status of Elgin TV as they have a long-standing past due amount. This item will also be referred to the call centers Database Department.

Presentation: Jim Holzer with One Call Concepts (OCC) gave a presentation on OCC's Creative Team and how the OUNC had been utilizing this resource.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for October 2017. Johnny Sapp made a motion to accept the Treasurer's Reports for October 2017 and Kevin Christiansen seconded the motion. **Vote record 11-08-17-03.**

Board of Directors Officer's Reports:

Chair's Report: Acting Chairperson and Vice Chairperson Nathan Rivera brought in Mark Fulop with Facilitation & Process, LLC to provide information on strategic planning. Mark gave information and an approximate cost of \$8,100. Nathan recommended that the Board approve moving \$9,000 from the Executive Board Administration Budget for 2018 to pay for the strategic planning session. After discussion Scott Gallegos made a motion to move \$9,000 from the Executive Board Administration Budget for 2018 to pay for the strategic planning session. Mitch Burghlea seconded the motion. **Vote record 11-08-17-04.** After additional discussion it was decided to ask Mark to come back to give a broader presentation and the Board will review the proposal.

Treasurer Report: Joyce Nelsen: Joyce advised that the Board that once the 2018 budget is approved they will need to post the annual budget on the Transparency page of the OUNC website.

Joyce will also change OCC Operating Receipts to Call Center Receipts going forward.

She will get a link on the OUNC website under resources for the transparency website as well as having Jenn at Bent Metal Design add the OUNC Public Recordss Policy onto the OUNC website.

Secretary Report: Ryan Sandhu – Ryan reported that the State of Oregon does have a public meeting tool and asked if the Board should change how they send out their meeting notifications. After discussion Ryan will look into the states public meeting tool and report back to the Board.

PUC Representative Report: Lori Koho: Lori gave a presentation on the Public Utility Commissions programs and their damage prevention role. Complaints can be filed using a Request for Administrative Action form (RAA) or by contacting the PUC directly. The PUC is considered the damage prevention program for the State of Oregon. The OUNC has the authority to write rules and the PUC has the authority to enforce rules. Discussion followed including the idea to change next months (December 2017) OUNC Committee Meetings into an OUNC Board Meeting with an emphasis on the past and history of the OUNC Board. Nathan Taylor moved to change December 2017's OUNC Committee Meetings to an OUNC Board Meeting. Scott Gallegos seconded the motion. **Vote record 11-08-17-05.**

Executive Session: None

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce went over the proposed 2018 budget. Shannon Potter moved to accept the 2018 budget. Geneece MacKay seconded the motion. **Vote record 11-08-17-06.**

Contracts Committee: Shannon Potter: No report

Damage Reporting/Dirt: Lori Koho: No report but there was some general discussion on DIRT and damage reporting.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah went over the proposed change in definition of the Reasonable Accuracy Zone and the new FAQ. After discussion Micah Brown made a motion to change the wording of Reasonable Accuracy Zone and the FAQ as shown on Attachment 1. Johnny Sapp seconded the motion. **Vote record 11-08-17-07.**

Micah provided information on the proposed change to Oregon Administrative Rule (OAR) 952-001-0080. Micah Brown moved to change OAR 952-001-0080 to what is shown on Attachment 2. Scott Gallegos seconded the motion. **Vote record 11-08-17-08.**

Policy & Procedures Committee: Johnny Sapp. Johnny went over the updates and changes to the Policy and Procedures Manual. Joyce Nelsen moved to approve the changes with the exception of 5.1 regarding copy write, which is still being worked on. Kevin Christiansen seconded the motion. **Vote record 11-08-17-09.**

Publicity Committee: Joyce Nelsen: Joyce reported that the calendars are being ordered and they will be ordering color coded yardsticks and reflective beanies.

Enforcement: Lori Koho: Lori will provide an update at the next meeting.

Training and Education Committee: Ron Stenger: Ron reported that Locator Training has completed for 2017 and that there are three classes scheduled for 2018.

The Oregon Utility Safety Summit (OUSS) launched it's website today. So far there are 185 registered attendees and 17 sponsors. The committee is looking for more exhibitors.

The committee will be meeting today after the OUNC Board Meeting and they will be visiting the event site.

The Committee will provide a list of those registered at the next meeting.

Jessica Malmstedt with Williams asked that if there is anyone that needs to be contacted, especially Emergency Responders, to please let her know.

Ron Stenger asks that all OUNC Board Members attend the event and wear 811 attire.

Membership: Lori Koho: Lori would like the Board to consider what type of criteria should be used for selecting new Board Members. Does the Board want departing members to look for their own replacement or is there some other way the Board wants to make selections.

There was discussion on the length of time it takes to get a new member approved to the Board.

Nathan Taylor gave an update on those Board Members whose terms have or are close to being expired.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC had their quarterly meeting last month.

The OUCC has been struggling with attendance. They are going to change the time of their next meeting to 10am – 2pm and will have two guest speakers in an effort to try and increase attendance. Scott encouraged the OUNC Board Members to attend the OUCC meetings if possible.

The next OUCC meeting will be on Tuesday 12-12-17 in Salem.

Executive Coordinator Committee: Shannon Potter. No report.

National Industry News: NULCA, CGA, Open Discussion: The annual CGA conference is March 6-8, 2018. The OUNC usually pays for 1-2 Board Members to attend. Scott Gallegos gave an overview of the CGA Conference.

Old business: A list showing the proposed OUNC meeting schedule with locations was distributed. (See Attachment 3) After discussion Scott Gallegos made a motion to approve the proposed 2018 meeting schedule and locations. Johnny Sapp seconded the motion. **Vote record 11-08-17-10.**

The Board voted on officers for 2018 and the results were:

Chair – Nathan Rivera
Vice Chair – Scott Gallegos
Treasurer – Joyce Nelsen
Secretary – Ryan Sandhu

New Business: Adam Franco with One Call Concepts (OCC) gave a presentation on the Oregon App.

Good of the Order: None

Meeting Adjourned.

Voting Record
Motion 11-08-17-01

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-02

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-03

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-04

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-05

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-06

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-07

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

Summary

Yes = 13

No = 1

Not Present = 1

Voting Record
Motion 11-08-17-08

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-09

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

Summary

Yes = 14

No = 0

Not Present = 1

Voting Record
Motion 11-08-17-10

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

Summary

Yes = 14

No = 0

Not Present = 1

ATTACHMENT 1

Reasonable Accuracy Zone Amendment

Current

"Reasonable accuracy" means location, within twenty-four (24) inches, of the outside lateral dimensions of both sides of an underground facility.

Revised

"Reasonable accuracy" means location, within twenty-four (24) inches, of the outside lateral dimensions of all sides of an underground facility.

The chair suggests the following FAQ be placed on page 41 or 42 as #17.

Is an operator required to mark the depth of a facility to comply with the definition of reasonable accuracy stating twenty-four (24) inches, of the outside dimensions of ALL sides of an underground facility?

No. Due to ever changing surface conditions, it is nearly impossible to mark the depth of an underground facility with confident accuracy. A facility should be marked within 24 inches of its outside lateral dimensions.

ALL sides of the facility, refers to the requirements of the excavator as mentioned in OAR 952-001-0090 (2) (c).

ATTACHMENT 2

Draft proposed new rule

952-001-0080

Operators to Respond to Notifications Requesting Design Information

(1) Within 10 business days after a designer notifies the Oregon Utility Notification Center of a proposed project, the operator of the underground facilities must:

(a) Mark with reasonable accuracy all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;

(b) Provide the excavator the best description available to the operator of the unlocatable underground facilities in the area of the proposed excavation including as-constructed drawings, or other facility maps that are maintained by the facility operator; or

(c) Contact the person requesting design information and agree on a time, prior to the beginning of the proposed project, for exchange of the information required under section (a) or section (b) of this rule.

(2) If a designer intends to perform work at multiple sites or over a large area, the designer must take reasonable steps to work with the facility operators, including preconstruction meetings, so that the operators may locate their facilities at a time reasonably in advance of the actual start of survey or design for each phase of the work.

Stat. Auth.: ORS 757.552

Stats. Implemented: ORS 757.552

Hist.: OUNC 1-1997, f. & cert. ef. 4-17-97; OUNC 1-2014, f. & cert. ef. 3-7-14

ATTACHMENT 3

LOCATIONS & COST\$ FOR 2018

<u>Location</u>	<u>Room Rates: per diem + tax</u>	<u>Meeting Room Rental Cost</u>
January 10th Wilsonville Training Center Room 111		room reserved
February 14th- OUNC Feb. 13th- OUCC Eugene Locate Training Seminar UTA has tentative schedule	\$118 + tax \$118 + tax	Hilton negotiated contract Valley River Inn negotiated contract
March 14th <i>Committee Meeting</i> Wilsonville Training Center-Room 211 STRATEGIC PLANNING		Room is reserved Mark P. Fulop, MA, MPH Facilitation & Process, LLC
April 11th Albany - NWN 7150 Supra Drive S.W. Albany, OR 97321-3780		Room is reserved
May 9th-OUNC May 8th - OUCC 10am start Coos Bay Locate Training Seminar UTA has tentative schedule	\$100 + tax	Mills Casino negotiated contract
June 13th <i>Committee Meeting</i> Wilsonville Training Center Room 210		Room reserved
July 11th OPUC Salem		
August 8th -OUNC Aug. 7th- OUCC - 10 am star. Presidents Gathering to follow	\$151 + tax (summer rates)	Eagle Crest negotiated contract
September 12th <i>Committee Meeting</i> Wilsonville Training Center Room		
October 10th - OUNC Oct. 9th - OUCC - 10am start Pendleton - Locate Training Seminar UTA has tentative schedule	\$104 + tax	Wildhorse Resort negotiated contract
November 14th NWN Sherwood		emailed Scott to reserve booked: Dalton Catoring
December 12th <i>Committee Meeting</i> Wilsonville Training Center-Room 210		Room reserved