

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Oregon Public Utility Commission Meadow Conference Room, 201 High St SE, Salem, OR 97301
 February 10, 2016

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

X	Jeff Daniels Natural Gas Distribution	O	Jarrod Morrison Regulated Electric	X	Ron Coffell OUCC	O	Lori Koho OPUC
X	Shannon Davis Telecom >50K Access Lines	X	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	O	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	X	Troy Rabe Cable TV	X	Tony Schacher Electric Cooperatives	O	Dan Jensen Interstate Natural Gas Pipeline
X	Micah Brown NULCA	X	John Norrena Public Utility Districts	O	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Scott Gallegos – NW Natural Gas, Johnny Sapp – ODOT, Karla Hunter – PUC, Stuart Sloan – CPI, Luc Fortnier – Pacific Marketing, Amy Fenerty = AKT.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen made a motion to accept the minutes as corrected. Tony Schacher seconded the motion. **Vote record 02-10-16-01**

Open Testimony: None.

OUNC Operations Report:

Greg Snyder provided copies of the operations report to all board members present for the month of January 2016. All reports were reviewed. The Incoming ticket total for the month was 20,409 which was down 1.60% from 2015. The ITIC percentage was 61.31%. The Average Speed of Answer (ASA) for January was 23 seconds.

Greg Snyder also reported back on the total number of tickets the City of Dallas had in the year 2015 and for the month of January 2016. The Board asked that Greg email the information to Lori Koho.

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of January 2016. All reports were reviewed. Total revenue for the month was \$25,886.32. Greg also provided copies of the January 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 January. Tony Schacher made a motion to approve the Treasurers Report for January 2016 as submitted and Trevor Voris seconded the motion. **Vote record 02-10-16-02.**

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: Jeff stated his goals are to have the OUNC be a working Board and have everyone understand what is going on with all committees. He also requests to be kept aware of possible issues to avoid surprises to the Board.

Vice Chair's Report: Ron Stenger: Ron discussed the letter from PHMSA that Lori Koho shared with the Board members. He believes Oregon is in good shape but does need to improve damage reporting in general. The next damage prevention forums could consider having industry specific representatives join in discussions. The Boards job is to do outreach to prevent damages and needs to have all stakeholders involved in the forum.

Treasurer Report: Joyce Nelsen: Joyce noted that only needs to add Ron Stenger to bank account.

Secretary Report: Trevor Voris: No report.

PUC Representative Report: Lori Koho: No report.

Executive Session: Executive session was called in accordance with ORS 192.640

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce reported that the CPA had completed the financial review. Amy Fenerty with the firm of AKT CPA's and Business Consultants went over the 2013 - 2014 financial review. She reported that the review did not find any adjustments or material modifications needed. Discussion followed.

Training and Education Committee: Troy Rabe: Troy needed to leave at 11am so this Committee report was moved to this slot. Troy advised that the Training and Education Committee would need to meet to discuss an RFP for hiring a trainer for locate training. After discussion it was decided that the Contracts Committee would also need to be involved. Shannon Davis will set up a joint meeting with the two Committees. Micah Brown and Ron Stenger will forward a list of potential trainers to Shannon Davis.

Ron Stenger noted that the April OUNC Board meeting will be held in Canby, OR at Canby Telcom and asked that if anyone has an idea to display or showcase the fact that April is “Safe Digging Month” to let him know.

Contracts/RFP: Shannon Davis: The Committee met on 1/28/16. The main purpose was the RFP for the One Call Vendor. During today’s Executive Session a vote passed to proceed with the RFP. Discussion followed. Russell Thomas made a motion to forward the template for the RFP contract to Johanna for review. Tony Schacher seconded the motion. [Vote record 02-10-16-03](#)

Damage Reporting/Dirt: Lori Koho: Temporary Chair: Lori was not present today. As Lori is temporary Committee Chair, Jeff Daniels asked if anyone interested in taking on the Chair position permanently? Ron Coffell would be willing to take on the roll of Committee Chair if Lori is not interested in continuing on a permanent basis. He will discuss with Lori.

Tony Schacher reported that Lori has been having issues seeing others information being reported in DIRT. Those going to CGA may want to see if they can enlist some help on this issue.

Ron Stenger wanted clarification on what damages he should report as a facility operator. After discussion the consensus was a facility operator should be reporting damages to their own facilities.

There was discussion on getting an instructional packet for Board Members and Local Councils that could then be given out to the members.

Oregon Administrative Rules (OAR’S) & Tariff: Tony Schacher: Tony reported that there was a Committee meeting on 2/2/14. Items discussed were:

48-hour rule. The Committee wants to amend to 2 full business days. The day that the locate request is called in will not count. The Committee is still working on getting the draft language. This would need to go through the public process.

Tariff. The Committee is still trying to determine how this should be calculated. Should be an approximate five-year rate and based on revenue requirements.

Ticket life. Tony asked for input from the Board on what they feel would be appropriate. The Committee was considering a 45-day ticket life, then locate needs to be called back in.

Lori Koho requests that language be added to OAR’s that shows where the additional member positions came from.

There was discussion on removing the existing enforcement information and process from the Standards Manual, as it is no longer a valid process.

Scott Gallegos mentioned that nothing is written in the regulations about the excavator and facility owners getting together to make other arrangements. He would like to bring this issue to the next meeting.

Policy & Procedures Committee: Matt Wales: Matt asked where the policies and resolutions should be kept. It was decided they should be kept on the OUNC website with access for Board members only. Tony Schacher wants the Tariff calculations added when they are ready.

Publicity Committee: Nathan Taylor: Nathan was not present. Ron Stenger announced there would be a Publicity Committee Meeting right after the Board meeting today.

On the agenda: The OUNC Website, April is safe digging month, update on the Tri Met signs and the school coloring contest, Luc Fortnier with Pacific marketing will attend and go over items to be handed out at the Bi-Mart Music Festival and the Emergency Preparation fair.

Ryan Sandhu gave an update on items available at the OUNC store.

Enforcement Committee: Lori Koho: Lori was not present. There was discussion on the changing enforcement process and the Board wants to be kept informed of enforcement activities and the outcome of enforcement actions. The PHMSA letter that Lori shared with the Board Members noted that it should be a stakeholder driven process.

Membership: Lori Koho: There were two potential candidates to replace current members with terms that will be expiring. In attendance were Johnny Sapp with ODOT and Stuart Sloan with CPI.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell: Ron noted there was an issue with the website last month.

Next month is the first quarterly OUCC Presidents Meeting of 2016.

Ron would like to impress upon the local councils the need for more accountability for the money they receive from the OUNC Board.

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 and Luc Fortnier will also be attending CGA.

Old business: Trevor Voris would like the Boards input on the issue of certification for locators. There was discussion regarding certification of flaggers and that there are differences between a card of certification vs being a certified locator. There was also discussion on what other states require. The issue was referred to the Training and Education Committee to discuss further.

New Business: Trevor Voris will be giving a presentation to the Council of Counties on what the OUNC Board has been doing over the last few years.

Good of the Order:

Matt Wales made a motion to adjourn the meeting and Russell Thomas seconded the motion. **Vote record 02-10-16-04**

Adjourn.

Voting Record
Motion 02-10-16-01

Y	Jeff Daniels Natural Gas Distribution	N P	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	Y	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	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 14

No = 0

Not Present = 5

Voting Record
Motion 02-10-16-02

Y	Jeff Daniels Natural Gas Distribution	N P	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	Y	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	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	Y	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
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Summary

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Voting Record
Motion 02-10-16-03

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Y	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
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Summary

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