

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Valley River Inn, 1000 Valley River Way, Eugene OR, 97401, February 14, 2018

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
O	Shannon Potter Telecom >50K Access Lines	O	Nathan Taylor Excavators	X	Geneece MacKay Regulated Electric	X	Fred Corona Interstate Natural Gas Pipeline
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Scott Clement Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Ryan Sandhu Special Districts	X	John Norrena Public Utility Districts	X	Scott Gallegos OUCC	O	Tim Smith Cities Population <25K
	Open Telecom Cooperatives		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Natural Gas Distribution
	Open Railroads		Open Contractors				

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Frank Planton – OCC, Dawn Hickson – OUCC / Clackamas County, Jessica Malmstedt – Williams, Chuck Scholz – City of Harrisburg.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the minutes as submitted. Geneece MacKay seconded the motion. Vote record 02-14-18-01.

Open Testimony: None

OUNC Operations Report: Greg Snyder advised the Board that the request to add the list of color codes and a link for additional information had been submitted to OCC's Systems Division.

Greg reported that the free format message advising members and excavators that Positive Response / Ticket Check is now available had been resent.

Greg gave a brief report on those member utilities that receive locate tickets by fax, those receiving locate tickets by call out only and on fax-a-locate users. The complete report will be emailed to all Board members

All Board Members had previously been emailed copies of the January 2018 operations reports. Greg went over the highlights for the month. The incoming ticket total for January was 24,726 which was up 29.59% from 2017. The ITIC percentage for January was 65.42%. The Average Speed of Answer (ASA) was 25 seconds for January.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging report for the month of January 2018. Highlights of the billing reports were reviewed.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for January 2018. Lori Koho made a motion to accept the Treasurer's Reports for January 2018 and Scott Gallegos seconded the motion. [Vote record 02-14-18-02](#)

Board of Directors Officer's Reports:

Chair's Report: Nate Rivera. Nate brought up that OCC had offered to supply a display case for the painted shovel that OCC previously presented to the OUNC Board. After discussion it was decided to accept the display case and the issue of where / how to best display the shovel was referred to the Publicity Committee for their recommendation.

The Board was reminded that the Oregon Utility Safety Summit will be held next week on Wednesday February 21, 2018 at the Salem Fairgrounds.

The Board's Strategic Planning session will be held on Wednesday March 14th, 2018.

Nate initiated discussion on the UCC's funding including how the money is used and how spending is tracked. Is the OUNC funding adequate.

Vice Chair Report: Scott Gallegos – Scott asked the Board to consider setting up an annual award in honor of Jarrod Morrison.

Treasurer Report: Joyce Nelsen – No report

Secretary Report: Ryan Sandhu – Ryan gave a presentation on the State of Oregon’s Public Meeting Notice website. He is working on getting a password and authority to access the system so the OUNC can post additional meeting notification. Micah Brown made a motion to include this website for public notification of the OUNC’s meetings. Mitch Burghlea seconded the motion. [Vote record 02-14-18-03](#)

PUC Representative Report: Lori Koho: Lori brought up the creation of an inter-governmental agency agreement between the PUC and OUNC regarding the PUC assisting in the OAR rulemaking process. This agreement will help outline possible costs. Discussion followed.

There was discussion on the function and purpose of the OUNC Board

Lori reported that the Department of Administrative Services is requesting statewide GIS information to maintain records of all utility lines. Lori has set up a meeting to gather information and check on the scope of the project. She will report back after that meeting.

Executive Session: None

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce reported that the necessary budget information is now posted in the Transparency Section of the OUNC website.

Contracts Committee: Shannon Potter: Shannon was not present but Nate Rivera did report that the contract for the OUNC Boards March 14th 2018 strategic planning session was finalized.

Damage Reporting/Dirt: Lori Koho: Lori shipped the 2017 DIRT data to Dawn Hickson and has asked that Dawn be added as the lead person on Oregon DIRT reporting. Lori wanted to thank Dawn for taking on this project.

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown: Last week Micah met with Diane Davis, the Rules Coordinator assigned to the OUNC Board. Micah noted the need to get the process and procedures for making changes to the Oregon Administrative Rules (OAR’s) into the OUNC Policy and Procedures Handbook.

Micah provided a handout (See Attachment 1) with the changes to the OAR’s for which the OAR Committee has already received Board approval. He would like to get Board approval for the entire package. Then the package would be sent to the Oregon Department of Justice (DOJ) and then out to the public for the public comments period. Once the public comments period is closed the Board votes on whether to accept the rules, then the filing is made and then the Standards Manual can be updated.

There was lengthy discussion on reasonable accuracy zone versus Tolerance Zone and the wording of the proposed changes to 952-001-0010 (21). Micah Brown made a motion to send all proposed OAR amendments to DOJ with a change in OAR 952-001-0010 (21) to reflect tolerance zone with diagram and read as shown below. There was also a change to 952-001-0090 (2) (c) to reflect tolerance zone and read as shown below. After receiving feedback from the DOJ the OAR committee will present conclusions for board review.

952-001-0010 (21)

(21) "Reasonable accuracy" means location, within 24 inches, of the outside ~~lateral~~ dimensions of ~~both~~ **all** sides of an underground facility. **This is called the "Tolerance Zone" (See Tolerance Zone illustration below).**

952-001-0090 (2) (c)

~~(e-d)~~ Employ hand tools or other such non-invasive methods to determine the exact location of the underground facility when excavation is to be made within the **reasonable accuracy zone tolerance zone**. Johnny Sapp seconded the motion. **Vote record 02-14-18-04.**

Policy & Procedures Committee: Johnny Sapp. Johnny has had no response regarding railroad participation in the OUNC.

He will try to hold a committee meeting before the next Board Meeting.

Publicity Committee: Joyce Nelsen: Joyce noted that the Publicity Committee would be meeting today right after the OUNC Board Meeting.

Enforcement: Lori Koho: Lori gave an update on the complaints that have been filed in 2018. There have been 6 so far this year.

Training and Education Committee: Jessica Malmstedt and Kitty Davis gave an update on the Oregon Utility Safety Summit (OUSS) to be held next week on 2/21/18.

Membership: Lori Koho: Lori reported that the State would like to have the Board Members tracked by their Position numbers and include their name, group they represent, term dates, etc.

Chris Grissom with Cascade Natural Gas has been approved for the Board representing Natural Gas Distribution.

John Norrena said he will not be perusing another term but he will continue to serve on the Board until there is a replacement for his position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC had its quarterly meeting yesterday. They have been struggling with attendance. Their next meeting will be on May 8th, 2018 at 10am and will be held at the Mill Casino in Coos Bay.

The OUCC is getting ready to get the local council's funding out.

Executive Coordinator Committee: Shannon Potter. No report.

National Industry News: NULCA, CGA, Open Discussion: The OCC Users Group Meeting will be held September 25-27 2018 in Miami Florida.

CGA is next month. Mitch Burghlea, Geneese Mackay, and Fred Corona will attend for the OUNC Board. Scott Gallegos will be an alternate.

Old business: It was asked that all Board Members please answer the pre-questions for the Strategic Planning Session as honestly as possible.

A Meeting Notice will need to go out before the Strategic Planning Session.

New Business: None

Good of the Order: Nate Rivera asked if anyone had anything to contribute for the good of the order.

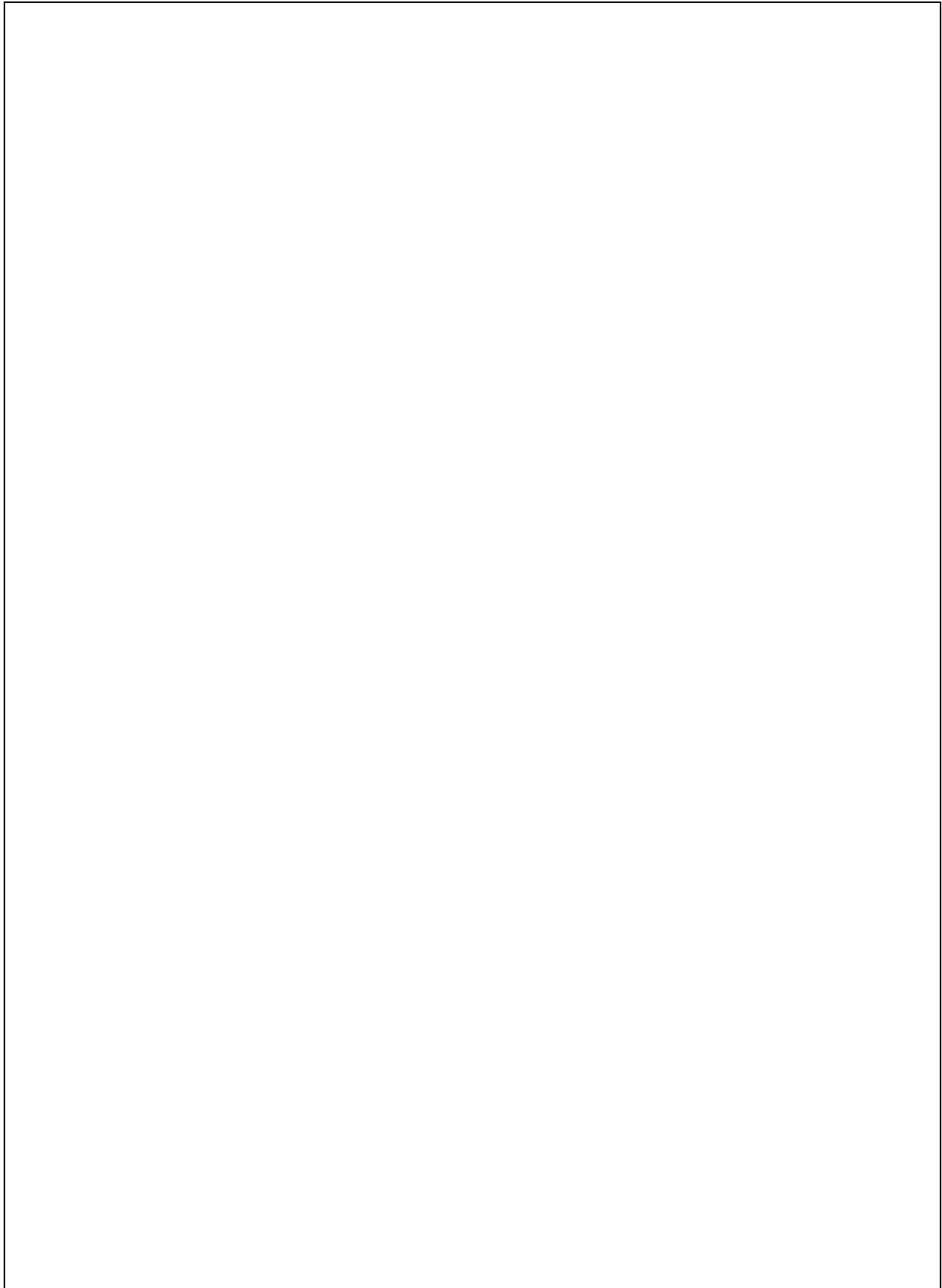
Johnny Sapp wanted to thank Kitty Davis for all of her help.

Scott Gallegos noted that there may be a large cable TV project coming into parts of West Portland.

Geneese Mackay wanted to thank Kitty Davis and noted that a couple of wireless providers are getting ready for a large rollout

Scott Gallegos would also like to remind the Members to think about the annual award in honor of Jarrod Morrison.

Meeting Adjourned.



Voting Record
Motion 02-14-18-01

Y	Nathan Rivera Municipal Electric	Y	Kevin Christiansen Counties	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement 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	N P	Tim Smith Cities Population <25K
	Open Telecom Cooperatives		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Natural Gas Distribution
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 3

Voting Record
Motion 02-14-18-02

Y	Nathan Rivera Municipal Electric	Y	Kevin Christiansen Counties	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement 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	N P	Tim Smith Cities Population <25K
	Open Telecom Cooperatives		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Natural Gas Distribution
	Open Railroads		Open Contractors				

Summary

Yes = 13

No =

Not Present = 3

Voting Record
Motion 02-14-18-03

Y	Nathan Rivera Municipal Electric	Y	Kevin Christiansen Counties	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement 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	N P	Tim Smith Cities Population <25K
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Summary

Yes = 13

No = 0

Not Present = 3

Voting Record
Motion 02-14-18-04

Y	Nathan Rivera Municipal Electric	Y	Kevin Christiansen Counties	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	Y	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N	Ryan Sandhu Special Districts	N	John Norrena Public Utility Districts	N	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
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Summary

Yes = 10

No = 3

Not Present = 3

ATTACHMENT 1

OUNC Board of Directors Voted Record for OAR Revision 2017

- Motion was passed to amend **OAR 952-001-0010 (2)**, **OAR 952-001-0050**, **OAR 952-001-0060**, **OAR 952-001-0070**, and **OAR 952-001-0090** to extend the current 48 Hour Rule to Two Full Business Days to give operators enough time to mark facilities. There will be two FAQ's to address. **Vote Record 07-13-16-04.**
- Motion was passed to amend **OAR 952-001-0010 (24)** and **OAR 952-001-0090** to establish a 45 day ticket life for all locate requests to require resubmittal upon the 45th day of project if excavation is to continue. There will be one FAQ to address. **Vote Record 11-09-16-04.**
- Motion was past to add to **OAR 952-001-0090** to capture language that falls within federal guidelines for compliance when there is a damage to any natural gas or other hazardous liquid pipeline. **Vote Record 5-10-17-04**
- Motion was passed to amend **OAR 952-001-0070** for an exception to be added to the two business day rule when a documented agreement has been made between the operator and an excavator that exceed the two business days. **Voted Record 10-11-17-04.**
- Motion was passed to amend **OAR 952-001-0010 (21)** to change "Reasonable Accuracy" definition to reflect all sides of the facility instead of just lateral. There will be one FAQ to address. **Voted Record 11-8-17-07**
- Motion was passed to amend **OAR 952-001-0080** for large project language to be added to design locates. **Voted Record 11-8-17-07**
- **OAR should reflect verbiage changed in last revision from legally filed OAR's; it currently does not.**