

February 26, 2016  
Board of Directors  
Interested Parties

Subject: OREGON UTILITY NOTIFICATION CENTER (OUNC) BOARD OF DIRECTORS MEETING NOTICE

## **NOTICE OF PUBLIC MEETING**

In accordance with Oregon State Public Meeting Law

Please be advised of the subjects meetings.

### **OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING**

[www.digsafelyoregon.com](http://www.digsafelyoregon.com)

**DATE: March 09, 2016      TIME: 9:00 AM**

**LOCATION:            NWN Gas Training Center**  
20285 SW Cipole Rd  
Sherwood, OR 97140

\* Conference call not available for this meeting.

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that follows the verbal statement(s), prior to addressing the Board. No more than 45 minutes will be allowed for open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement.



Trevor Voris  
OUNC Board Secretary

Enclosures

cc: Greg Snyder, One Call Concepts (OCC) General Manager: By copy of this letter, please send out a free-format message announcing the described Board meeting.

# OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

CHAIR: Jeff Daniels

DATE: WEDNESDAY March 09, 2016

TIME: 9:00 a.m. - CALL TO ORDER

LOCATION: **NWN Gas Training Center**  
20285 SW Cipole Rd  
Sherwood, OR 97140

## AGENDA

OUNC Business Meeting

#1 OUNC Board of Directors Chair,

- Call to order.
- Roll call of all present.
- Announce visitor registration and testimony sheets
- Review, approve and/or amend the previous months Board meeting minutes

#2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

#3 OUNC Operations Report

(Greg Snyder or Frank Planton, One Call Concepts)

- Operations statistics
- Call Center issues

#4 OUNC Billing & Aging

(Frank Planton or Greg Snyder, One Call Concepts)

- Past Due Accounts
- Revenue vs. costs

#5 Treasurer's Report

(Joyce Nelsen, Board Treasurer)

- Review, Amend, and/or approve changes to previous reports
- Profit and Loss Report, Account Balances, Transaction Report

#6 OUNC Board of Directors Officer's Report

- Chairperson- Jeff Daniels
- Vice chairperson – Ron Stenger
- Treasurer - Joyce Nelsen
- Secretary – Trevor Voris
- PUC Representative – Lori Koho

#7 Executive Session

\*None scheduled however the OUNC Board of Directors may convene in Executive Session in accordance with ORS 192.640

15 MINUTE BREAK

***OUNC BOARD OF DIRECTORS COMMITTEE REPORTS***

#1 BUDGET & AUDIT COMMITTEE: JOYCE NELSEN-CHAIR

- Members: Ted Miller                      Troy Rabe
- a. 2013/2014 financial review presented by AKT
  - b. General Report

#2 CONTRACTS: SHANNON DAVIS-CHAIR

- Members: Ryan Sandhu                      Jarrod Morrison  
                    Jeff Daniels                      Micah Brown
- a. General Report
  - b. OCC contract expires 2016
  - c. Vendor presentation in June

#3 DAMAGE REPORTING/DIRT: LORI KOHO-Temp CHAIR

- Members: Shannon Davis                      Jeff Daniels                      Jarrod Morrison  
                    \*David Sisson                      \*Scott Gallegos
- a. Ron volunteered to chair...

#4 OREGON ADMINISTRATIVE RULES (OAR'S) & TARIFF:

MICAH BROWN-CHAIR

- Members: Nathan Taylor                      Jarrod Morrison                      Ted Miller  
                    Trevor Voris                      Matt Wales                      Lori Koho  
                    Tony Schacher                      \*Scott Gallegos
- a. Looking at response time revisions for Standards
  - b. Tariff update/ticket price

#5 POLICY & PROCEDURES COMMITTEE: MATT WALES-CHAIR

Members: Ted Miller Trevor Voris \*Scott Gallegos  
a. General Report

#6 PUBLICITY COMMITTEE: NATHAN TAYLOR-CHAIR

(Merchandise, Sponsorship events, Media & Website)

Members: Trevor Voris Ryan Sandhu Jarrod Morrison  
Ron Stenger Troy Rabe \*Luc Fortier  
\*Scott Gallegos \*Kitty Davis  
a. General Report

#7 ENFORCEMENT COMMITTEE: LORI KOHO –CHAIR

Members: Jarrod Morrison Nathan Taylor Trevor Voris  
Jeff Daniels Shannon Davis Russ Thomas  
\*Kitty Davis \*Scott Gallegos  
a. General report

#8 TRAINING & EDUCATION: TROY RABE – CHAIR

(Locator training, Law Updates & Special Service)

Members: Jarrod Morrison Micah Brown  
Tony Schacher \*Kitty Davis Dan Jensen  
a. General Report  
b. April is safe digging month—any ideas  
c. RFP for grant money

#9 MEMBERSHIP: LORI KOHO – CHAIR

Members: Nathan Taylor  
a. General report  
b. New members

#10 OREGON UTILITIES COORDINATING COUNCIL (OUCC) REPORT:  
RON COFFEL-OUCC PRESIDENT

\*kitty Davis  
a. General Report  
b. Officer elections  
c. Event trailer

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

a. CGA Annual Meeting – Ron & Jeff to attend

OLD BUSINESS:

Locator certification.....

NEW BUSINESS:

FOR THE GOOD OF THE ORDER:

Next Currently Scheduled OUNC Board of Directors Event

OUNC Board meeting

April 13, 2016

**Canby Telecom, River Room**

150 SE 2nd Ave,

Canby, OR 97013

**[www.canbytel.com](http://www.canbytel.com)**