

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, NW Natural Gas Training Center, 20285 SW Cipole Rd, Sherwood, OR 97140, March 9, 2016

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

O	Jeff Daniels Natural Gas Distribution	X	Jarrod Morrison Regulated Electric	X	Ron Coffell OUCC	O	Lori Koho OPUC
X	Shannon Davis Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	O	Trevor Voris Counties	O	Ron Stenger Telecom Cooperatives
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Matt Wales Cities Population >25K	X	Ted Miller ODOT	X	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	X	Troy Rabe Cable TV	X	Tony Schacher Electric Cooperatives	X	Dan Jensen Interstate Natural Gas Pipeline
O	Micah Brown NULCA	X	John Norrena Public Utility Districts	X	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Matt Wylie – Coastcom Inc, Ryon Kershner – Roseburg Urban Sanitary Authority, Dawn Hickson – Clackamas County, Lynn Detering – ODOT, Larry Nelsen – VanLee Contractors, Kyle McCauley – Cascade Natural Gas, Tobin Werner – NW Natural.

Introductions: Chair - Jeff Daniels, Vice Chair – Ron Stenger and Secretary – Trevor Voris were not present. Treasurer Joyce Nelsen chaired the meeting. Joyce welcomed everyone. Introductions were completed.

Adopt Previous Board Meeting Minutes: Ron Coffell made a motion to accept the minutes as presented. Troy Rabe seconded the motion. **Vote record 03-09-16-01**

Open Testimony: None.

OUNC Operations Report:

Greg Snyder provided copies of the operations report to all board members present for the month of February 2016. All reports were reviewed. The Incoming ticket total for the month was 23,461 which was up 10.20% from 2015. The ITIC percentage was 59.03%. The Average Speed of Answer (ASA) for February was 35 seconds.

Greg Snyder also brought up Pine Ridge Pump, district code PRP01, and the fact that they had still not made any payments. After discussion Jarrod Morrison moved that OCC pursue taking Pine Ridge Pump through the collections. Ted Miller seconded the motion. **Vote record 03-09-16-02**

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of February 2016. All reports were reviewed. Total revenue for the month was \$32,670.71. Greg also provided copies of the February aging report. The Board also wanted to know if there had been any follow up with Connexion Technologies, which has not made a payment since 2012. Greg Snyder agreed to check with the OCC billing Office for an update on this member and report back to the Board.

Nathan Taylor reported that a contractor had come across an apartment building which has an underground line in the public r.o.w. going across the street to another building. Nathan will send all information he has on the apartment building and any contact information and Greg Snyder will have the One Call Center try to make contact and see about getting the facility provider registered with the call center.

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 February. Jarrod Morrison made a motion to approve the Treasurers Report for February 2016 as submitted and Tony Schacher seconded the motion. [Vote record 03-09-16-03](#).

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: Jeff is attending the CGA Conference. No report.

Vice Chair's Report: Ron Stenger; Ron is attending the CGA Conference. No report.

Treasurer Report: Joyce Nelsen: Joyce is still working on getting everyone on the checking account.

Secretary Report: Trevor Voris: Trevor was not present. No report.

PUC Representative Report: Lori Koho: Lori was not present. No report.

Executive Session: No Executive Session.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce has extra copies of the just completed financial review for those that were not at the last meeting.

Contracts/RFP: Shannon Davis: Shannon reported that the Contracts Committee and the Training & Education Committee held a joint meeting yesterday 3-8-16 and created a draft of the RFP for Locator Training which would be due back by the end of March 2016 and would be good for 3 years (2016, 2017 and 2018) starting with the June 2016 training session. Tony Schacher moved to approve the RFP for Locator Training and Matt Wales seconded the motion. [Vote record 03-09-16-04](#).

Shannon gave an update on the One Call RFP. They are working on a contract to attach to the RFP to send to Johanna to be checked.

Damage Reporting/Dirt: Lori Koho: Lori not present. Jarrod Morrison noted that he had approved several cities on the eastern side of the state.

Oregon Administrative Rules (OAR'S) & Tariff: Tony Schacher: Tony reported that this committee will be meeting on Monday March 21st at 2pm in Salem at the Salem Electric building. They should have three items to discuss.

Policy & Procedures Committee: Matt Wales: Matt will be setting up a committee meeting.

This committee still needs a description of the following committees: OUCC, Training & Education, and Damage Reporting. This information will be included under the "Statement of Purpose" on the OUNC website and documented in the Policy and Procedures manual.

Matt Wales' term expires on March 27th 2016. He will be at the April 2016 Board Meeting and will have the document completed except for the tariff.

Publicity Committee: Nathan Taylor: The Tri-Met bus graphics are on the buses. Thanks to PGE, Pacific Corp and NW Natural contributing \$2,000 each, the cost to the OUNC Board was only \$700.

Kitty Davis has been working on the children's poster contest in three schools. There were 120 posters delivered 1 ½ weeks ago. The children received packets of seeds, to be planted in pots, and pins in the shape of shovels. Kitty will follow up by visiting the schools during their lunch period and have a prize wheel they can spin. Posters are due back by the end of March and the Board will pick a winner. The idea is to start with these three schools and spread out. Lynn Detering suggested having the local councils help with this project.

Nathan gave an update on the Bi-Mart festivals. This April and May there will be tickets given away via facebook. The volunteer list will be out in April.

Nathan also reported that the change in the style of hats available through the OUNC store seems to be working well. The tee shirts and sweatshirts are also doing well. They are looking for items that will appeal to younger children and for toys that will last for a while.

There will be a committee meeting following April's Board Meeting in Canby.

Jarrod Morrison asked if Lori Koho was able to present the request for a proclamation declaring April as safe digging month to the Governor's office. Lori did send in the request but they should be submitted 30 days in advance and the request was after that time, so will just have to see what happens. PGE is doing print, TV and radio promos.

Enforcement Committee: Lori Koho: Lori was not present. No report.

Training and Education Committee: Troy Rabe: Troy reported there have been 1029 trainings so far this year.

Troy thanked Shannon Davis for hosting the joint committee meeting that got the locator training RFP out. There are five potential bidders. Troy will contact Staking U to make them aware of the need to have this go out to bid to be in compliance with obtaining the grant.

Troy will not be able to attend the locator training session set for May. Ron Coffell will be present.

Membership: Lori Koho: Lori was not present.

Joyce Nelsen advised the Board that she was re-approved for a second term.

Jarrold Morrison's term expired 2/29/16 but he is continuing to serve until Pacific Corp is able to provide a replacement.

Nathan Taylor went down the list of Board members to be able to update all names and their terms on the OUNC website.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell: Ron let the Board know about a new state requirement for anyone volunteering to be on the OUNC Board. They will have to take the Board of Commissions and Executive Director Training. This training consists of 2 on line classes and one 4 hour one on one training session.

A spreadsheet (see attachment located after voting records) showing reported training and education was distributed. Kitty will be updating this spreadsheet to track training and education and for RAA follow-ups from the local councils. Jarrod Morrison reminded everyone to keep Kevin Hennessy with the PUC up to date on this process. Discussion followed.

Last month the OUCC Board approved the purchase of the event trailer which will be wrapped with the 811 logo.

Ron announced that the OUCC Presidents meeting will take place after today's OUNC Board meeting.

Kyle McCauley and Ron Coffell were notified that their requests to have the 811 Bike appear at their upcoming events in Pendleton and Baker City were both approved.

National Industry News: NULCA, CGA, Open Discussion: The OUNC Chair, Jeff Daniels, and the Vice Chair, Ron Stenger, are both attending the CGA conference this week.

Old business: No Old Business

New Business: Nathan Taylor thought that the Board should recognize all the time and energy that past OUNC Chair, Jennifer Carter, put in on behalf of the Board. Nathan Taylor moved that the Board get her a plaque recognizing her service and present the plaque to her at a Board meeting. Shannon Davis seconded the motion. **Vote record 03-09-16-05**. Nathan will work with Kitty Davis on the wording for the plaque.

Good of the Order: Nothing

Jarrold Morrison made a motion to adjourn the meeting and Matt Wales seconded the motion. [Vote record 03-09-16-06](#)

Adjourn.

Voting Record
Motion 03-09-16-01

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 13

No = 0

Not Present = 6

Voting Record
Motion 03-09-16-02

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 13

No = 0

Not Present = 6

Voting Record
Motion 03-09-16-03

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary
Yes = 13
No = 0
Not Present = 6

Voting Record
Motion 03-09-16-04

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary
Yes = 13
No =
Not Present = 6

Voting Record
Motion 03-09-16-05

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 13

No = 0

Not Present = 6

Voting Record
Motion 03-09-16-06

N P	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	N P	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Trevor Voris Counties	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	Y	Tony Schacher Electric Cooperatives	Y	Dan Jensen Interstate Natural Gas Pipeline
N P	Micah Brown NULCA	Y	John Norrena Public Utility Districts	Y	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 13

No =

Not Present = 6

Request for Training from OUNC website - 2016

Date Requested	Last	First	Phone	E-Mail	Company Name	City	PUC Action: Yes or No	NCB	Date Trainer Notified	Date of Training	Trainer	Date PUC Notified
1/8/16	Norris	John	541-210-3261	fnorriscontracting@gmail.com	Frank Norris Contracting Inc.	Medford	Yes	342	1/12/16	2/8/16	Matt Mullineaux	3/4/16
2/11/16	Mietzer	Sarah	541-826-2659	CPI@centralpipeline.net	Central Pipeline Inc.	White City	Yes	343	2/16/16	3/4/16	Matt Mullineaux	3/4/16
3/3/16	Groner	David	503-380-0846	dave@poregreengreenorganics.com	Oregon Green Organics	Portland	Yes	344	3/3/16	3/10/16	Bryan Baxter	
3/8/16	Mike	Downer	503-551-0321	MIKE.D@CENTERLINEAG.COM	CenterLine AG Svc	Salem	Yes	345	3/8/16		Tobias Werner	

Request for Training from OUNC website - 2015

Date Requested	Last	First	Phone	E-Mail	Company Name	City	PUC Action: Yes or No	NCB	Date Trainer Notified	Date of Training	Trainer	Date PUC Notified
5/28/15	Headling	Dan	503-539-0865	danhedding@gmail.com	homeowner	Hermiston	Yes	340	6/3/15	6/18/15	Ron Coffell	6/19/15
6/12/15	Kuhnke	Joel	503-534-5729	jkuhnke@lakeswago.or.us	City of Lake Oswego	Lake Oswego	No		6/15/15	8/11/15	Bryan Baxter	
6/22/15	Trumbo	Matthew	408-593-4450	matrumbob@penhall.com	Penhall Company	Portland	No		6/22/15	7/6/15	Bryan Baxter	
9/15/15	Frizzell	Ryan	503-324-7112	ryan.frizzell@odot.state.or.us	ODOT	Beaverton	No		9/16/15	10/14/15	Bryan Baxter	
10/15/15	Brettig	Rob	503-563-6151	robr@aks-eng.com	AKS Engineering & Forestry	Tualatin	No		10/16/15	11/5/15	Bryan Baxter	

