

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, NW Natural Facility, 7150 Supra Drive SW, Albany OR, 97321 April 11, 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	X	Nathan Taylor Excavators	O	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	X	Tim Smith Cities Population <25K
O	Chris Grissom Natural Gas Distribution		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Frank Planton – OCC, Brian Yechout – Northwest Fab and Pipe, Kyle Sutton – Loy Clark Pipeline, Mark Fulop – Facilitation & Process, LLC, Dawn Hickson – OUCC & Clackamas County, Jason Williams – NW Natural, Walter Bush – ATI Metals.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the February 2018 and March 2018 minutes as submitted. Tim Smith seconded the motion. **Vote record 04-11-18-01.**

Open Testimony: Moved to just before “Committee Reports” for this meeting

OUNC Operations Report: Greg Snyder advised the Board that the request to add the list of color codes and a link for additional information was just completed by OCC's Systems Division and can go live at anytime. The Board agreed it should go live right away.

Greg provided information that OCC is sponsoring a cable TV fishing show named "The Direction". Each episode will have 30 second spots reminding viewers to contact their local 811 center.

All Board Members had previously been emailed copies of the February and March 2018 operations reports. Greg went over the highlights for those months. The incoming ticket total for February was 22,359 which was up 4.66% over 2017 and the incoming ticket total for March was 27,954 which was down 0.27% from 2017. The ITIC percentage for February was 65.20% and for March was at 62.34%. The Average Speed of Answer (ASA) was 25 seconds for February and 35 seconds for March 2018.

During the reports it was asked if the call center tracks complaints and/or compliments about the center or any other aspects of the Oregon 811 system. Currently that information is not tracked. After discussion, Greg will check with the centers management to look for ways to track this information and report back to the Board. Nate Rivera and Kitty Davis will check on possible customer satisfaction surveys.

There was a request to provide information on the number of tickets submitted using the new Oregon app or through ITIC mobile and, if possible, to break this information down by contractors and homeowner tickets. Greg will check for this information as well.

The Board will also consider metrics and menus for reports.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for the months of February and March 2018.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for February and March 2018. Scott Gallegos made a motion to accept the Treasurer's Reports for both months and Fred Corona seconded the motion. **Vote record 04-11-18-02.**

Board of Directors Officer's Reports:

Chair's Report: Nate Rivera. Nate reported that he had been contacted by Tina Beech from Montana regarding sponsorship of rodeo clown J.J. Harrison. Joyce Nelsen noted that the OUNC Board would be sponsoring J.J. Harrison for \$2,500 and she was just waiting to receive the invoice. Joyce also said that in the past they had sponsored for \$5,000. After discussion Scott Gallegos moved to up the funding for J.J. Harrison to \$5,000 with the stipulation that the Board gets additional information on his programs. The additional \$2,500 would come out of the general fund. Nathan Taylor seconded the motion. **Vote record 04-11-18-03.**

Nate would like a committee of three to discuss Kitty Davis' yearly evaluation and come back with a recommendation to One Call Concepts, Asphire Staffing and the Board. Scott Gallegos, Nathan Rivera and Joyce Nelsen will be on the committee.

Nate initiated a discussion about setting up a clothing budget for both new and existing Board Members to purchase 811 gear. Nathan Taylor made a motion to have a \$250 clothing budget for new Board Members and an additional \$125 per year thereafter. Scott Gallegos seconded the motion. After additional

discussion, Nathan Taylor amended the motion to include “with OK from legal”. Scott Gallegos seconded the amended motion. **Vote record 04-11-18-04.** Nate Rivera will check on legalities.

Vice Chair Report: Scott Gallegos – Scott wanted to thank everyone that attended and contributed to last months strategic planning session.

Treasurer Report: Joyce Nelsen – Joyce will be going to the Umpqua Bank to have Scott Gallegos added to the accounts.

Secretary Report: Ryan Sandhu – Ryan apologized for missing last months strategic planning session.

PUC Representative Report: Lori Koho: Lori noted that the PUC Pipeline Safety Program is being audited and she is still working on the draft of the enforcement document.

Executive Session: None

Open Testimony – Walt Bush. Walt is with ATI Metals and is the pipeline manager for two mills in the Albany area with about 10 miles of pipeline. Walt wanted to tell the Board that the locate training has been very valuable and he appreciates what 811 does.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: No report.

Contracts Committee: Shannon Potter: Shannon was not present. No report.

Damage Reporting/Dirt: Lori Koho: Lori yielded the floor to Dawn Hickson. Dawn has now received administrative privileges for DIRT and has created a spreadsheet that shows damages at .394 per thousand.

There was discussion and it was noted that comparing the Oregon State data from year to year might be preferable to comparing Oregon against other states. Many states have restrictions on tickets, such as size of locate allowed, that can distort the actual number of tickets being submitted.

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown: Micah reported that the committee will be going over the feedback from the DOJ regarding the proposed OAR changes, some of the wording needs to be adjusted. Micah will try to bring the changes to the next Board Meeting. After the committee approves any changes the OAR’s can go out for public notice.

Scott Gallegos brought up the fact that the blue color code in the Oregon Standards Manual differs from the APWA color code and it should be corrected in ORS and in the Standards Manual. Scott also suggests the Board change irrigation and slurry lines from blue to purple. During discussion it was stated that all OAR changes should be submitted to the OAR Chairperson and go through the OAR Committee.

Micah asks that anyone that has a change they want made to the Oregon Standards Manual should let him know. The goal for getting the updated Standards manual out is 4th quarter 2018. It was also noted that the new manual should have a disclaimer that this updated Standards manual supersedes any previous manuals.

There was additional discussion on stubs outs and abandoned lines.

Policy & Procedures Committee: Moved to after the Executive Coordinator Committee for this meeting

Publicity Committee: Fred Corona: Fred provided the following information:

- Tri Met campaign is up and running. NW Natural and PPL funded
- Store volume keeps going up
- Frisbee flyer typo is being corrected
- Fred wants to thank Joyce Nelsen, Ryan Sandhu, and Kitty Davis for their help as he transitions into his new roll as Committee Chair
- He will try to schedule a committee meeting soon

Fred also discussed the Hops baseball team and billboard opportunities

Nate Rivera asked that Fred work with Joyce Nelsen on getting information on J.J. Harrison.

Enforcement: Lori Koho: Lori is working on setting up a regular schedule for complaint reviews. Also, she noted that the Board should avoid phrases such as Enforcement Meetings. She is checking on suitable alternate names for these actions.

Training and Education Committee: Vacant Chair. Mitch Burghlea reported for the committee. Mitch went over the budget and survey results for the Oregon Utility Safety Summit help in February.

There was discussion about whether to have the Board provide excavator safety training. Clint Kalfell holds these types of meetings in Montana and he would be willing to come talk to the OUNC Board. Scott Gallegos is part of a group that is working on providing excavator training.

The committee will be discussing how often the OUSS should be held.

This Committee still needs to have a Chairperson appointed.

Membership: Lori Koho: Lori reported that the request to appoint Kyle Sutton With Loy Clark is in progress.

Nathan Taylor's term is up in September and he will be submitting papers to serve for another term.

For the Good of the Order – Part I

Lori Koho had to leave but wanted to report that the Governor has issued a proclamation that April is "Safe Digging Month" and this information has been posted on the OUNC website. The Board asked Greg Snyder to have the call center send out a free format message with this information that will go out to all member utilities and all excavators.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC would be having their next meeting on May 8th, 2018 at 10am at the Mill Casino in North Bend

Executive Coordinator Committee: Shannon Potter. No report.

Policy and Procedures Committee: Johnny Sapp. Johnny will be sending out information on the changes made to date and the items still to do.

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

Annual State review is due 4/15/18. Nate will do the review and will send out to all Board Members.

Old business: Mark Fulop, the facilitator for last months Strategic Planning Session, was in attendance to follow up on last month's session and go over the goals and objectives. There was a lot of discussion and it was decided that the full Board, with the facilitator to keep the Board on task, should meet. There needs to be a check on the costs and on the availability of the facilitator.

New Business: None

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

Joyce Nelsen - reported that someone in her area was having problems with fiber lines being located.

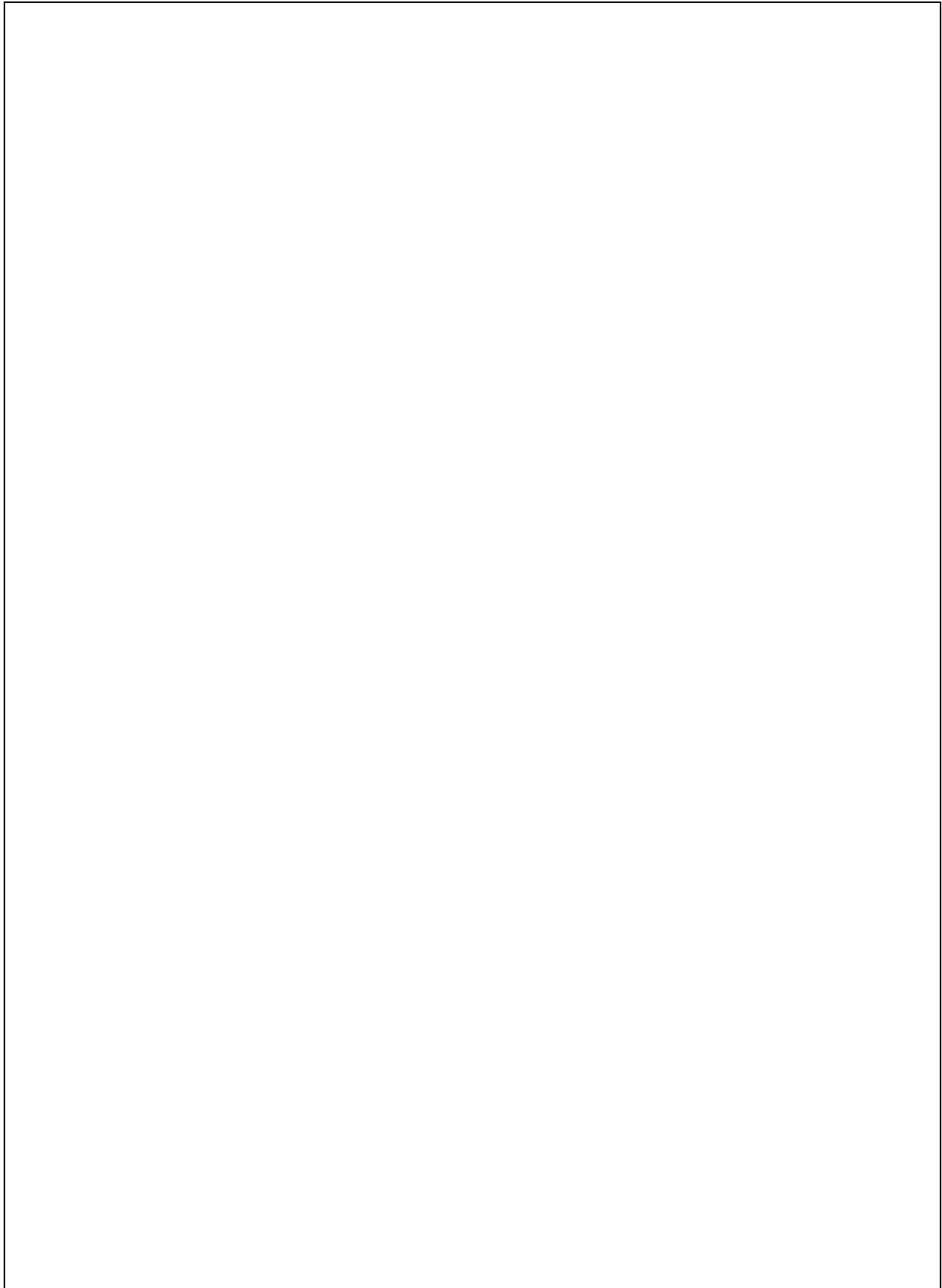
Ryan Sandhu – reported that Clean Water Services had an excavator hit a comm line even after the excavator got locate marks. Also that Clean Water Services is set up for Oregon Positive Response/Ticket Check.

Mitch Burghlelea – wanted to make the Board aware that the Training and Education Committee needs to start work soon if they will have a Safety Summit in 2019.

Nathan Taylor – Suggested that Board Members have a name tag when they visit the locator training classes to answer questions.

Micah Brown – suggests that the main table at Board Meetings be reserved for Board Members unless there are extra seats available.

Meeting Adjourned.



**Voting Record
Motion 04-11-18-01**

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	Y	Nathan Taylor Excavators	N P	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	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
N P	Chris Grissom Natural Gas Distribution		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 4

**Voting Record
Motion 04-11-18-02**

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	Y	Nathan Taylor Excavators	N P	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	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
N P	Chris Grissom Natural Gas Distribution		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 4

**Voting Record
Motion 04-11-18-03**

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	Y	Nathan Taylor Excavators	N P	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	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
N P	Chris Grissom Natural Gas Distribution		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 4

**Voting Record
Motion 04-11-18-04**

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	Y	Nathan Taylor Excavators	N P	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	N P	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
N P	Chris Grissom Natural Gas Distribution		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
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