

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, NW Natural – Albany,
7150 Supra Drive SW, Albany, OR 97321, April 12, 2017

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

X	Jeff Daniels Natural Gas Distribution	X	Kevin Christiansen Counties	O	Micah Brown NULCA	X	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	X	Dan Jensen Interstate Natural Gas Pipeline	O	Ron Stenger Telecom Cooperatives
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Matt Wales Cities Population >25K	X	Johnny Sapp ODOT	X	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	X	John Norrena Public Utility Districts	O	Tony Schacher Electric Cooperatives	O	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Adam Franco – OCC, Frank Planton – OCC, Mircea (Mitch) Burghilea – Comcast, Brian Yechout – Northwest Metal Fab & Pipe Inc, Jarrod Morrison – Portland General Electric, Dawn Hickson – Clackamas County, Patti Lama - CGA, Jessica Malmstedt – Williams, Fred Corona - Williams, Tim Smith – City of Pendleton.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the minutes as corrected. Ryan Sandhu seconded the motion. Vote record 04-12-17-01.

Open Testimony: Brian Yechout with Northwest Metal Fab & Pipe Inc provided information regarding an excavation that took place before he had time to locate the area. He wanted direction on possible recourse. Discussion followed.

OUNC Operations Report:

Greg Snyder reported that Tim Smith with the City of Pendleton had visited the call center for a tour of the facilities. All Board Members were encouraged to visit the center whenever they have the time.

Greg provided information on the number of incoming tickets for the time the OUNC has been running television advertising from 3/27/17 to 4/10/17 and compared the ticket volume to the preceding two-week period. The incoming tickets were divided into Contractor and Homeowner tickets. The same information was also provided for the same time frames for 2016.

Jarrold Morrison asked about OCC's "Next Gen" system and if there was a date when it may be available. Adam Franco advised no date at this time. Discussion on "Next Gen" and white lining followed.

All Board Members had previously been emailed copies of the February and March 2017 operations reports. Greg went over the highlights of both months. For February 2017 the incoming ticket total was 21,363 which was down 8.94% from 2016. The ITIC percentage was 61.32% and the Average Speed of Answer (ASA) was 21 seconds. For March 2017 the incoming ticket total was 28,029 which was down 0.46% from 2016. The ITIC percentage was 59.83% and the Average Speed of Answer (ASA) was 44 seconds.

OUNC Billing & Aging Report: Greg Snyder had previously emailed all Board Members copies of the billing reports and the aging report for the months of February and March 2017. Highlights of the billing reports were reviewed. Greg also provided information on the credit to the OUNC that was included on the March 2017 Billing Summary. This was for an adjustment in the per ticket rates for the incoming tickets in January and February 2017. The rates have been adjusted back to the June 2016 rates per the new contract.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for the months of February and March 2017. Lori Koho made a motion to accept the Treasurer's Reports for February and March 2017 as submitted. Johnny Sapp seconded the motion. [Vote record 04-12-17-02](#)

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: Jeff asked if those who had attended the CGA Conference in Orlando Florida last month would provide their perspective on the conference during the New Business portion of the meeting.

Vice Chair's Report: No report.

Treasurer Report: Joyce Nelsen: Joyce needs to have the OUNC Meeting Minutes reflect the following in order to be able to make changes to the Umpqua Bank CD Account. Joyce Nelsen made a motion to remove Ron Stenger as a signer on the Umpqua Bank CD account 4992736173 and to keep both Joyce Nelsen and Jeff Daniels on the account. Matt Wales seconded the motion. [Vote record 04-12-17-03](#)

Secretary Report: Ryan Sandhu – Ryan will send out a template to use when announcing committee meetings.

Ryan noted that the March Committee Meetings went well but that there may need to be some additional spacing between meetings.

PUC Representative Report: Lori Koho: Lori reported that there is the possibility that any state that has declared themselves to be a sanctuary state may face a reduction in funding.

She also reminded all Board Members that any questions on PHMSA grants need to go through the OPUC.

Lori went through the report from the investigation into the incident at NW 23rd and Glisan in Portland on October 19, 2016. There was discussion and it was noted that the OUNC needs to update the rules to include information regarding when an excavator is required to contact 911. Lori will forward the incident reports to Kitty Davis and Kitty will send copies of the reports to all Board Members. The documents are public records and should be posted on the OUNC website at www.digsafelyoregon.com.

Nathan Taylor wanted it noted that he has been getting the message out to NUCA Members on the need to call 911 in these types of instances.

Executive Session: None.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: No Report
Contracts Committee: Shannon Potter: No Report
Damage Reporting/Dirt: Lori Koho: No Report
Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: No Report
Policy & Procedures Committee: Johnny Sapp: Johnny reported that the Committee met last month and again earlier today. They are working on renumbering the bylaws. They will try to have another Committee Meeting next month.
Publicity Committee: Joyce Nelsen: Joyce reported that the John Ratzenberger television ads are now being aired and that they also did online advertising. Some new items have been ordered for the OUNC store.

New brochures were made for the GOSH conference and they may be used to help stock the 811 trailer.

The OUNC store order form has been updated to include asking why the merchandise is being ordered. Out of approximately 60 requests only a few were for large events.

Patti Lama advised that Lowes stores would be putting some 811 messaging on long handled tools.

Ryan Sandhu noted that orders exploded in March.

Kitty Davis informed the Members that the Bi-Mart Music Festival (July 27 & 28) TV and newspaper ads had started in the Klamath, Rogue Basin areas.

Enforcement: Lori Koho: Lori was not available but Jeff Daniels reported that the Committee met last month and read the current Statement of Purposes for both the OUNC Enforcement Committee and the Damage Reporting/DIRT along with a proposal that “the enforcement committee goes away and the Damage reporting/analytical committee reviews PUC enforcement data, DIRT data, and facility operator data to determine the effectiveness of the administrative rules, public awareness and training in preventing damage to underground facilities. Based on that analysis, the data analysis committee makes recommendations to the board to modify rules and programs that will improve outcomes.” Jeff noted that the proposal was being read for informational purposes and no vote on this item was expected today. It was decided there needs to be further discussion with the full board.

Training and Education Committee: Ron Stenger: Ron was not present. Jeff Daniels provided a review of the last committee meeting held on March 8th, 2017. He will email a copy of the Committee’s Report to all Board Members.

The committee wanted the Board to move and approve to compensate 1 night of lodging for 1 OUNC Board of Director per Locator Training Session. Joyce Nelsen made the motion and Matt Wales seconded the motion. **Vote record 04-12-17-04.**

The committee is looking for additional members.

The committee suggested an updated Mission Statement “To provide training and education about Oregon Dig Law, Excavation best practices, and Utility Damage prevention.”

The committee is investigating and discussing holding a larger event with partners. Possible title “Oregon Utility Safety Summit.” This could be a 2018 or 2019 event at a rodeo type arena. Jessica Malmstedt with Williams was present and is looking to bring this type of an event to Oregon. Adam Franco will provide some possible contact information for Jessica and also provide information and contacts on the OCC Creative Team.

Membership: Lori Koho: No report.

Oregon Utilities Coordinating Council (OUCC) Report: The paperwork for Scott Gallegos has been submitted.

Executive Coordinator Committee: Shannon Potter has agreed to chair the Committee. They are looking for committee members. Kevin Christiansen is interested. Patti Lama said she has been discussing with Shannon the possible salary for a position of this type and also where and how to bid for the position.

National Industry News: NULCA, CGA, Open Discussion: Patti Lama gave feedback on the CGA conference.

Frank Planton reminded the Board that OCC would have the annual Technology Conference this September in San Diego CA and that OCC will pay to send one Board Member to the conference.

He also noted that the 811 bike and 811 car will be coming to Oregon for the Sherwood Car Show.

Frank also notified the Board that Randy Peterson has accepted a new position with OCC. Vince Lacey will now head the OCC Systems Division.

Patti Lama noted that CGA is looking for members in Oregon and Washington. Also, you can follow the 811 balloon, the 811 car and other 811 related items through CGA Connect.

Patti will check on the invoices for CGA membership and for OUNC virtual private DIRT and contact Joyce Nelsen with the information.

Old business: The Board voted on the replacement for the open Vice Chair position and Nate Rivera is the new Vice Chair.

New Business: Joyce Nelsen pointed out that the City of Dallas is now over 15,000 in population and should no longer qualify for the under 15,000 in population exemption. Also that the City of Portland Maintenance should not qualify. Both members will get a letter explaining this and that as of January 1, 2018 they will no longer get the exemption.

Joyce Nelsen also made a motion to have OCC send three members that are behind in their payments (Intelligent Community Services under district code ICS01, Rodlun Road Water System under district code BRWS01, and Connexion Technologies under district code CONNT01) to collections. Ryan Sandhu seconded the motion. **Vote record 04-12-17-05.** OCC has not been able to make contact with either Intelligent Community Services or Connexion Services and both may be out of business. Greg Snyder will refer all three members to a collection agency and see if they can locate these members.

Patti Lama reported on the Excavator Safety Task Force. They held an excavator focus group of experienced excavators and asked what kind of things would be helpful for the excavators. They would like some type of computer based training to possibly get a card or as refresher training. The task force is looking at a possible test which the Contractor Board may be willing to house on their website. They would also like to be able to use a smart phone to go to a website, access a ticket and get a picture of what the locators did on site. Patti also reported that they took a tour of the Northwest College of Construction. The college offers a two-year course.

Good of the Order: None

Joyce Nelsen made a motion to adjourn the meeting and Ryan Sandhu seconded the motion **Vote record**
04-12-17-06

Adjourn.

Voting Record
Motion 04-12-17-01

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	N P	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 9

No = 0

Not Present = 7

Voting Record
Motion 04-12-17-02

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 10

No = 0

Not Present = 6

Voting Record
Motion 04-12-17-03

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 10

No = 0

Not Present = 6

Voting Record
Motion 04-12-17-04

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 9

No = 0

Not Present = 7

Voting Record
Motion 04-12-17-05

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 8

No = 0

Not Present = 8

Voting Record
Motion 04-12-17-06

Y	Jeff Daniels Natural Gas Distribution	Y	Kevin Christiansen Counties	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Dan Jensen Interstate Natural Gas Pipeline	N P	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	Y	Johnny Sapp ODOT	N P	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	John Norrena Public Utility Districts	N P	Tony Schacher Electric Cooperatives	N P	Nathan Rivera Municipal Electric
	Open Contractors		Open Regulated Electric		Open OUCC		Open Cable TV
	Open Railroads						

Summary

Yes = 8

No = 0

Not Present = 8