

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Canby Telcom 150 SE 2nd Ave, River Room, Canby, OR 97013, April 13, 2016

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

X	Jeff Daniels Natural Gas Distribution	X	Jarrold Morrison Regulated Electric	X	Ron Coffell OUCC	X	Lori Koho OPUC
X	Shannon Davis Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	X	Trevor Voris Counties	X	Ron Stenger Telecom Cooperatives
X	Joyce Nelsen Regulated Telecom <50K Access Lines	O	Matt Wales Cities Population >25K	X	Ted Miller ODOT	X	Nathan Taylor Excavators
X	Ryan Sandhu Special Districts	X	Troy Rabe Cable TV	O	Tony Schacher Electric Cooperatives	O	Dan Jensen Interstate Natural Gas Pipeline
X	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, Julie Hernandez – OCC, Scott Gallegos – NW Natural Gas, Brian Gray – CenturyLink, Karen Horejs – Blachly Lane Electric, Jeff Simas - RBVC

Introductions: Chair - Jeff Daniels welcomed everyone. Introductions were completed.

Adopt Previous Board Meeting Minutes: Jarrod Morrison made a motion to accept the minutes as corrected. Ron Coffell seconded the motion. **Vote record 04-13-16-01**

Open Testimony: None.

OUNC Operations Report:

Greg Snyder provided copies of the operations report for the month of March 2016 to all board members present. All reports were reviewed. The Incoming ticket total for the month was 28,158 which was up 5.38% from 2016. The ITIC percentage was 60.24%. The Average Speed of Answer (ASA) for March was 41 seconds.

Greg gave an update on the apartment complex with lines running in the public r.o.w between two buildings. The call centers Database Department talked with the apartment complex representative earlier this year and sent them the Marketing Package and all necessary registration forms but has received no reply. After discussion it was decided that Jeff Daniels would draft an updated letter detailing the need to register underground line. This letter will be sent out, with a second Marketing Package, between 90-120 days after initial contact with the one call center. The existing letter still has the previous OUNC Boards Chairs Signature.

Jarrold Morrison asked how OCC was positioning itself for the large increase in ticket volume that will be caused when a large communications company comes to Portland sometime in the near future. Greg Snyder agreed to check with OCC's Operations Manager, Adam Franco, for any information on this issue and get back to the board. There is no known time frame for when this work will start. Ted Miller with ODOT provided possible contact information for the fiber expansion project. Discussion followed.

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of March 2016. All reports were reviewed. Total revenue for the month was \$37,463.28 Greg provided copies of the March aging report. Greg also provided an update on Connexion Technologies and Pine Ridge Pump, both members are behind in making payments.

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 March. Jarrold Morrison made a motion to approve the Treasurers Report for March 2016 as submitted and Troy Rabe seconded the motion. [Vote record 04-13-16-02](#).

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: Jeff provided information on his trip to the recent CGA conference. He thinks the OUNC should continue to send members. He also believes that if a member has not been to a CGA conference previously, they should talk with a member that has attended before. Jeff discussed some of the sessions he attended

Vice Chair's Report: Ron Stenger; Ron also provided information on his CGA experience, He came in under the \$2,100 from the Board. Ron also shared some of the sessions he attended including some events hosted by OCC.

Nathan Taylor stated that he has attended events at CGA and some hosted by OCC and that he will be excluding himself from the upcoming contract voting to avoid any potential conflicts of interest. Lori Koho said she would check with the ethics commission regarding accepting attendance to OCC event at CGA conferences and how much time could pass before a potential conflict of interest would no longer apply to a board member voting on a contract.

Treasurer Report: Joyce Nelsen: Joyce has the paperwork to send in to remove Jarrold Morrison from accounts.

P&E budget shows \$27,000 paid but just paid a bill for \$17,000.

Budgeted \$5,000 for JJ Harrison, but not sure if it will be used and had questions on how to make payments now. Scott Gallegos said that payments are through the Pipeline Association for Public Awareness (PAPA) and last year you just went online to make the donation.

Secretary Report: Trevor Voris: No report.

PUC Representative Report: Lori Koho: Lori noted that there is a report to the Legislature that she and the Board Chair, Jeff Daniels, need to work on. The report is due by Friday and it is something that can be completed via email.

Lori also noted that while she was at work she saw information on a state meeting being held at a resort, she then heard comments about the state entity having a place to hold the meeting. The message was to watch out for others perceptions when conducting business.

Executive Session: No Executive Session.

Miscellaneous Information – Lori Koho reported that one part of a PHMSA bill increases the grant funding pool from one million dollars to five million dollars. Lori also said that Kevin Hennessy will continue to write grant requests for this board.

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: No report.

Contracts/RFP: Shannon Davis: Shannon reported that the RFP for the One Call Center would be out next week. Those selected to give presentations will give those presentations at the June 8th 2016 Board Meeting with the selection in July.

On the Locate RFP, they received four responses. The Contracts / RFP committee will need to meet to go over proposals. The contract as written would start 6/1/16.

There was discussion about when and how Executive Sessions can be held.

Jarrod Morrison wanted to thank Shannon Davis for her hard work on both the Locator Training RFP and the One Call Center RFP.

Enforcement & Damage Reporting/Dirt: Lori Koho: The reports for Enforcement and Damage Reporting/Dirt were combined for this meeting.

Enforcement - Lori Koho provided a hand out (see attachment 1 at the end of the voting records) showing the complaints investigated by the OPUC. Lori is also working on a process letter.

There was discussion on where those needing to set up a training session, due to an enforcement action, should be directed. It was decided that there should be one point of contact and that since the phone number for the call center is already listed in the literature, the calls will continue to be directed to the call center. The call centers staff will refer those callers requesting a training session, due to an enforcement action, to their Database Department. The Database Department will then forward all of the customers' information via email to Kitty Davis. Greg Snyder will make sure the Call center Staff is trained on these procedures.

Damage Reporting/Dirt: Lori had no report

Jarrod Morrison thinks the registration issues with Dirt may have been fixed but there have been no new registrations.

Jarrod also needs to be removed as Co-Administrator for Dirt & possibly have Scott Gallegos added.

Lori Koho will schedule a committee meeting.

Scott Gallegos said he is willing to take over for Jarrod Morrison as Co-Administrator. Jarrod said he is still having some issues sharing his information with others.

There is a need to create a tutorial on Dirt. Dawn Hickson on the Metro Utility Coordinating Council (MUCC) has a tutorial on how to sign up for Dirt. Ron Coffell (OUCC President) said he is willing to share information and that Ed Ortega is putting together a power point on how to sign up and link onto the OUCC web site.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah gave an update on the issues the committee is working on and those that were discussed at the last meeting.

Tariff: The committee is still working on getting information on the previous increase

Work to begin date: 2 full business days vs the current 48 hours. Micah distributed a handout (see attachment 1 at the end of the voting records) and asked for the Boards discussion. The Board is fine with the committee pursuing this direction.

45-day ticket life, large projects and positive response are other topics still under discussion.

Presentation by ODOT – Subsurface Utility Engineering – (SUE) - Heather Howe and Chris Pucci gave a presentation on how they want to collaborate with utility companies to collect utility information and have all information in 3D.

Policy & Procedures Committee: Matt Wales: Matt was not present – No report

Publicity Committee: Nathan Taylor: The Tri-Met bus graphics are on the buses. The OUNC Board paid for 4 weeks exposure but will end up getting 6-7 weeks. Cost to the OUNC Board is only \$700 after NW Natural Gas, Pacific Corp, and PGE each donated \$2,000 towards the cost.

There were 35 entries in the Dig Safe Poster Contest. The committee will decide on the winners at a committee meeting held after the Board Meeting. There were enough submissions to create a 12-month calendar for 2017. There is also a PHMSA coloring contest to be held on May 10th.

The BI-Mart Country Music festivals - The trailer graphics have been added to a second Bi-Mart trailer. The 811 logo is on Bi-Mart bags and the volunteer sign up sheets are now out.

The new hats are doing very well on the on-line OUNC store.

Jen Marcantonio with Bent Metal Design has made some updates to the OUNC web page.

A Tigard newspaper has picked up on the coloring contest in their schools.

Shannon Davis will submit a request to get swag for the event at the Lowes store in Bend next month.

At the quarterly OUCC meeting held in June, they will try to have each local give a list of upcoming events and possible swag needs

Enforcement Committee: Lori Koho: Under the Damage Reporting/Dirt tab listed earlier in minutes.

Training and Education Committee: Troy Rabe: Troy reported that the May locator training class to be held in Ontario OR has 26 people signed up.

Bend is not posted yet but will have a June 2016 date. It could depend on the locator RFP. Lori Koho will check on the grant calendar. The Board decided to post the June locator training and if the Locator RFP process is not completed then the Board will take the cost out of the 2016 budget.

Membership: Lori Koho: Lori will submit the name for the Pacific Corp Member, Dan Miles.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell: Ron let the Board know that the OUNC website will be adding a Dirt reporting link.

April 28th – AGA

May 17th – OUCC meeting

Sept 28th, 29th - Tri-States meeting to be held outside of Coeur D’Alene, Idaho.

National Industry News: NULCA, CGA, Open Discussion: Nothing

Old business: No Old Business

New Business: The email letter from Kerr Contractors was discussed. No action was needed at this time.

Good of the Order: Nothing

Jarrold Morrison made a motion to adjourn the meeting and Nathan Taylor seconded the motion. [Vote record 04-13-16-03](#)

Adjourn.

Voting Record
Motion 04-13-16-01

Y	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Trevor Voris Counties	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	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 = 15
No = 0
Not Present = 4

Voting Record
Motion 04-13-16-02

Y	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Trevor Voris Counties	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	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 = 15
No = 0
Not Present = 4

Voting Record
Motion 04-13-16-03

Y	Jeff Daniels Natural Gas Distribution	Y	Jarrold Morrison Regulated Electric	Y	Ron Coffell OUCC	Y	Lori Koho OPUC
Y	Shannon Davis Telecom >50K Access Lines	N P	Russell Thomas Cities Population <25K	Y	Trevor Voris Counties	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	N P	Matt Wales Cities Population >25K	Y	Ted Miller ODOT	Y	Nathan Taylor Excavators
Y	Ryan Sandhu Special Districts	Y	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	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 = 15

No = 0

Not Present = 4

**Complaints Investigated by OPUC
Report for April 2016**

Date RAA or PUC Complaint	Investigation Committee	Status of Complaint	Summary of Complaint	Summary of Stipulation
01/13/16	Kevin Hennessy Cody Cox Nathan Taylor Bill Walker	Held informal meeting with defendant and plaintiff.	Plaintiff alleges excavator failed to notify OUNC of proposed excavation before commencing and excavation.	Staff held an informal meeting with plaintiff and defendant Defendant admitted to alleged violation of 0952-001-0050 Agreement was made and a stipulation will be issued for: <ul style="list-style-type: none"> • \$1000.00 civil penalty with \$800 suspended • Training with the OUNC and Cascade Natural Gas
02/16/16	Kevin Hennessy Cody Cox Karla Hunter Nathan Taylor Bill Walker	Held informal meeting with defendant and plaintiff.	Plaintiff alleges excavator: 1) Failed to notify OUNC of proposed excavation before commencing and excavation; 2) Failed to notify OUNC to maintain marks; and 3) Failed to immediately notify operator of underground utilities.	4/8/16 PUC held an informal meeting with complainant and defendant PUC found no violations but will issue a warning letter to defendant emphasizing they use caution when implementing 952-001-0050 Excavator to Give Notice of Proposed Work (10 day rule), and 952-001-0080 Operators to Respond to Notifications Requesting Design Information. PUC letter also recommends training for company employees.
03/06/16	Kevin Hennessy Cody Cox Karla Hunter Not Present: Nathan Taylor	Dismissed	Plaintiff alleges operator failed to locate underground utilities. Further review indicates that plaintiff called for locates at the wrong address. Complaint dismissed due to lack of evidence that the operator failed to provide locates.	Dismissed – unable to verify complaint
03/16/16	Kevin Hennessy Cody Cox Karla Hunter Not Present: Nathan Taylor	Held informal meeting with defendant and plaintiff.	Plaintiff alleges defendant failed to use non-invasive tools in tolerance zone to locate underground utilities	4/8/16 Staff held an informal meeting with excavator Defendant admitted to alleged violation of 0952-001-0090(2)(c) Agreement was made and a stipulation will be issued for: <ul style="list-style-type: none"> • \$1000.00 civil penalty with \$800 suspended • Training with the OUNC and Cascade Natural Gas

Reasoning Justification

To provide clarification to the rule as it is now and to guarantee operators two full business days to complete their required locates. The committee believes this was the primary intent of the ORS 757.542 "Business Day" definition.

OAR Rules Draft for (48-hour) Amendment

Proposed amendment changes to pages 14 (2), 19 (1), 20, 21 (1) with adjustments to be made to corresponding sections (6) and (8) on pages 38.

Page 14

952-001-0010 (2)

"Business day" means any day other than a Saturday, Sunday, or federal or state legal holiday.

Comment [MB1]: Full Business Day" means any day beginning at 12:00:00AM and ending at 11:59:59PM (midnight to midnight) other than a Saturday, Sunday, or federal or state legal holiday.

Page 19 (Amendment to be made section one (1) of rule below)

952-001-0050 (1)

- (1) Except as provided in section (2) of this rule, at least two (2) business days but no more than 10 business days before commencing an excavation, the excavator shall notify the Oregon Utility Notification Center of the date and location of the proposed excavation, and the type of work to be performed.

Comment [MB2]: (1) Except as provided in section (2) of this rule, at least two (2) full business days but no more than 10 full business days before commencing an excavation, the excavator shall notify the Oregon Utility Notification Center of the date and location of the proposed excavation, and the type of work to be performed.

Page 20 (Amendment to be made to both definition header and subheading of rule below to remove "48 hours")

952-001-0060

When Excavator May Give Less than ~~Forty-Eight (48) Business Day Hour~~ Notice

An excavator may provide less than two (2) business days ~~(48) hours~~ prior notice if:

Comment [MB3]: When Excavator May Give Less than Two (2) full Business Day Notice

Comment [MB4]: An excavator may provide less than two (2) full business days prior notice if:

Page 21 (Amendment to remove "48 hours").

952-001-0070

- (1) Except as provided in section (3) of the rule, within two business days ~~(48 hours)~~ after the excavator notifies the Oregon Utility Notification Center of a proposed excavation, the operator or its designated agent shall:

Comment [MB5]: (1) Except as provided in section (3) of the rule, within two full business days following the day an excavator notifies the Oregon Utility Notification Center of a proposed excavation, the operator or its designated agent shall:

952-001-0090

(1) An excavator shall not commence an excavation which requires notice under these rules until the excavator has received a response from each operator of the underground facilities in the area of the proposed excavation, or until at least two (2) business days have elapsed ~~(48 hours)~~ have elapsed from the time the excavator notified the Oregon Utility Notification Center.

FAQ 6

When can I start digging after I make the call? May I start my excavation before the two business day deadline?

It is strongly recommended that you wait the full two business day waiting period. This allows all Operators to complete their required responsibilities. If you start before the time you may be accepting liability for damages.

FAQ 8

If I call for a locate, after 5:00 p.m., will my locate be done in 2 business days/48 business hours?

The One Call Center business hours are 8:00 a.m. to 5:00 p.m. Any locate requests placed after 5:00 p.m., will be treated as if they were submitted at 8:00 a.m. the following business morning. The 2 business day ~~(48 business hours)~~ waiting period begins at that time.

Comment [MB6]: (1) An excavator shall not commence an excavation which requires notice under these rules until the excavator has received a response from each operator of the underground facilities in the area of the proposed excavation, or until at least two (2) full business days have elapsed following the day an excavator notified the Oregon Utility Notification Center.

Comment [MB7]: It is strongly recommended that you wait the full two business day waiting period following the day of submitting your request. This allows all Operators to complete their required responsibilities. If you start before the time you may be accepting liability for damages.

Comment [MB8]: The One Call Center business hours are 8:00 a.m. to 5:00 p.m. Any locate requests placed after 5:00 p.m., will be treated as if they were submitted at 12:00 a.m. the following business morning. The 2 business day waiting period begins at that time.

