

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Inn at the Commons – Jackson Meeting Room,
200 N Riverside Avenue, Medford, OR 97501, May 10, 2017

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

X	Jeff Daniels Natural Gas Distribution	X	Kevin Christiansen Counties	X	Micah Brown NULCA	O	Lori Koho OPUC
P	Shannon Potter Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	X	Dan Jensen Interstate Natural Gas Pipeline	X	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
O	Ryan Sandhu Special Districts	O	John Norrena Public Utility Districts	O	Tony Schacher Electric Cooperatives	X	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, Mircea (Mitch) Burghelea – Comcast, Dawn Hickson – Clackamas County, Jessica Malmstedt – Williams, Fred Corona - Williams, Sarah Volk – Cascade Natural Gas, Kyle McCauley – Cascade Natural Gas, Scott Gallegos – NW Natural Gas, Kevin Hennessy – OPUC, Scott Clement – City of Portland, Verlyn Bailly – Transcanada, Ryon Kershner – Roseburg Urban Sanitary Authority.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the minutes as presented. Matt Wales seconded the motion. Vote record 05-10-17-01.

Open Testimony: None

OUNC Operations Report:

Greg Snyder provided information on the number of incoming tickets for the time the OUNC has been running television advertising from 3/27/17 to 5/1/17 and compared the ticket volume to the same time period in 2016. The incoming tickets were divided into Contractor and Homeowner tickets.

The Board was advised of an upcoming change in the format of the tickets the call center sends out. The two existing remarks fields, which are limited to approximately 70 characters each, will be replaced with one unlimited remarks field. The call center is currently contacting each member utility to ensure any custom software being used is set to accommodate this change.

Greg also brought an item discussed at the OUNC meeting on Tuesday May 9th before the Board. There had been a request to get the color code information added to the bottom of the copies of the locate tickets the call center sends out to an excavator if the excavator has included an email address in their contact information on the ticket. The Board discussed this request and Greg agreed to get a sample of how the email sent to the excavator would look and bring it to the next Board meeting.

All Board Members had previously been emailed copies of the April 2017 operations reports. Greg went over the highlights of the month. The incoming ticket total was 28,283 which was UP 2.59% from 2016. The ITIC percentage was 57.08% and the Average Speed of Answer (ASA) was 40 seconds.

OUNC Billing & Aging Report: Greg Snyder had previously emailed all Board Members copies of the billing reports and the aging report for the month of April 2017. Highlights of the billing reports were reviewed.

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 April 2017. Nathan Rivera made a motion to accept the Treasurer's Reports for April 2017 as submitted. Ron Stenger seconded the motion. [Vote record 05-10-17-02](#)

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: No report.

Vice Chair's Report: Nathan Rivera: No report.

Treasurer Report: Joyce Nelsen: No report.

Secretary Report: Ryan Sandhu – No report.

PUC Representative Report: Lori Koho: No report.

Executive Session: The Board convened in Executive Session in accordance with ORS 192.640 and ORS 192.660.

After the Executive Session Nathan Rivera made a motion that Asphire (formerly Corporate Brokers) raise Kitty's wages 3.6% retroactively back to March 1, 2017. This raise will be a 3% merit and 0.6% cost of living adjustment. Nathan Taylor seconded the motion. [Vote record 05-10-17-03](#)

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: No Report

Contracts Committee: Shannon Potter: Nathan Rivera recommends that the Contracts Committee review the contract with OCC and bring back any questions to be presented to the DOJ to ensure that the OUNC Board is following the letter of the law relating to employment. Shannon will schedule a Committee Meeting, possibly via a conference call, and bring back any recommendations to the next Board Meeting.

Damage Reporting/Dirt: Lori Koho: No Report

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah advised the Board there were three active items for changes to OAR's that the committee is working on.

The first item is Voluntary Positive Response using OCC's Ticket Check. Greg Snyder and Micah gave a presentation on how Ticket Check would work. After discussion Micah Brown made a motion to go forward and start voluntary positive response in Oregon. Ron Stenger seconded the motion. **Vote record 05-10-17-04.**

The second item is regarding a Tolerance Zone. This is being worked on and the committee needs additional clarification before bringing the issue to the entire Board.

The third item is regarding public safety and changes to OAR 952-001-0100 (4). Micah then read the OAR with the proposed changes (see Attachment 1).

Micah Brown made a motion to amend OAR 952-001-0100 (4) to the verbiage as read. Ron Stenger seconded the motion. **Vote record 05-10-17-05.**

Micah also presented proposed changes to OAR 952-001-0070. After much discussion it was decided that this should go back to the committee for additional information.

Policy & Procedures Committee: Johnny Sapp: Johnny reported that the Committee met earlier this morning and worked on the format of the Policy and Procedures manual and the wording on several policies. The next committee meeting will be on June 14th.

Publicity Committee: Joyce Nelsen: Joyce reported that the committee met last month after the OUNC Board Meeting. They have ordered items for the Country Music Festival.

The cable TV ads will be running for one more week then they will solicit feedback. The online ads will be going until the end of May 2017.

Kitty Davis provided information on impressions from the ad campaign.

So far the committee has used approximately \$40,000 of the Publicity budget.

Enforcement: Lori Koho: No report.

Ron Stenger wanted to have the following comments he made be on public record. During the Enforcement Committee review Ron stated, "My industry (telcom coops) is very concerned. Recently, it has been discovered the OPUC Safety Staff (enforcement division) does not have a knowledge base of underground broadband networks and the critical services the networks support. For this reason the proposal to delete the Enforcement Panel will not be supported by our industry."

Training and Education Committee: Ron Stenger: Ron reported that they had a committee meeting.

The mission statement was finalized.

They are seeking additional members for the committee.

Ron noted there was \$30,000 earmarked for a large event. The committee is looking to hold an event at a rodeo or other indoor type arena with a keynote speaker and a mock disaster scenario.

They have looked at the State Fairgrounds, which allows dirt to be hauled in, and want to hold the event possibly the 3rd week in February 2018 or in early March 2018. They are looking for partners and drew up a prospective sponsor letter to be presented for approval.

Kitty Davis presented a list of possible keynote speakers and the costs for each.

The event would be at no cost for the public to attend. The target audience would be utility workers, contractors and locators.

They would like to have Oregon 811 be a title sponsor or co-sponsor.

Kitty Davis and Jessica Malmstedt will try to have a pre-budget, possible time line, and possible list of invitees by June.

After additional discussion it was decided this would go back to the committee for further evaluation and discussion.

Membership: Lori Koho: It was noted that there are currently four Board Positions pending approval or in the process of submitting paperwork.

Oregon Utilities Coordinating Council (OUCC) Report: The paperwork for Scott Gallegos has been submitted. Scott reported the OUCC held their meeting yesterday. It was his first meeting heading the OUCC.

They are working on getting a more consistent agenda format out to all councils.

Scott also wants to refocus on getting information on damages, near misses, projects, etc.

Executive Coordinator Committee: Shannon Potter. Jeff Daniels reported that the committee held a meeting and reviewed the previous efforts and that they are just getting restarted.

The committee will try to meet again in June or have a conference call before the next Board Meeting.

National Industry News: NULCA, CGA, Open Discussion:

Scott Gallegos attended the CGA conference this year and was disappointed that no one representing Oregon was in attendance. Next year CGA will be in Phoenix Arizona in March.

OCC Users Group Conference will be held September 19-21 in San Diego California. OCC will pay for one OUNC Board Member to attend the conference. It was noted that the OUNC usually pays for a second attendee. This will be placed on the agenda for the next Board Meeting to see who may want to attend the Users Group.

Old business: None

New Business: None

Good of the Order: Scott Gallegos let the Board know that the Pipeline Association of the Northwest (PANW) would be starting emergency responder training in Oregon in 2018. PANW was formerly Pipeline Association of Washington (PAW) but they are expanding into Idaho and Oregon to work with local fire departments, cities and counties.

Johnny Sapp made a motion to adjourn the meeting and Kevin Christensen seconded the motion **Vote record 05-10-17-06**

Adjourn.

Voting Record
Motion 05-10-17-01

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

Summary

Yes = 11

No = 0

Not Present = 5

Voting Record
Motion 05-10-17-02

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

Summary

Yes = 11

No = 0

Not Present = 5

Voting Record
Motion 05-10-17-03

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

Summary

Yes = 11

No = 0

Not Present = 5

Voting Record
Motion 05-10-17-04

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

Summary

Yes = 11

No = 0

Not Present = 5

Voting Record
Motion 05-10-17-05

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

Summary

Yes = 11

No = 0

Not Present = 5

Voting Record
Motion 05-10-17-06

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

Yes = 10

No = 0

Not Present = 6

ATTACHMENT 1

OAR 952-001-0100 (4) If the excavator causes or observes damage to underground facilities, the excavator must notify the operator of the underground facilities immediately. If the damage causes an emergency or if the damage is to a pipeline from excavation activity and causes the release of any natural and other gas or hazardous liquid from the pipeline, the excavator must promptly report the release to appropriate emergency response authorities by calling the 911 emergency telephone number and must take reasonable steps to insure the public safety. The excavator must not bury damaged underground facilities without the consent of the operator of the damaged underground facilities.

(Related Federal Code below)

CFR 49

§ 196.107 What must an excavator do if a pipeline is damaged by excavation activity?

If a pipeline is damaged in any way by excavation activity, the excavator must promptly report such damage to the pipeline operator, whether or not a leak occurs, at the earliest practicable moment following discovery of the damage.

§ 196.109 What must an excavator do if damage to a pipeline from excavation activity causes a leak where product is released from the pipeline?

If damage to a pipeline from excavation activity causes the release of any PHMSA regulated natural and other gas or hazardous liquid as defined in Parts 192, 193 or 195 from the pipeline, the excavator must promptly report the release to appropriate emergency response authorities by calling the 911 emergency telephone number.

952-001-0070 Operators to Mark Underground Facilities or Notify Excavator that None Exist

(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, or at a time mutually agreed upon by the parties, the operator or its designated agent shall:

(a) Mark with reasonable accuracy all of its locatable underground facilities within the area of proposed excavation. All marks shall indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than two (2) inches;

(b) Provide marks to the excavator of the unlocatable underground facilities in the area of proposed excavation, using the best information available including as-constructed drawings or other facility records that are maintained by the facility operator; or

(c) Notify the excavator that the operator does not have any underground facilities in the area of the proposed excavation. Acceptable notifications must include locate request call back information and if done with an AVR (Automated Voice Response) must have a repeat option and a call back number to hear the information again.