

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clarion Inn, 1249 Tapadera Ave, Ontario, OR 97914, May 11, 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	O	Lori Koho OPUC
X	Shannon Davis Telecom >50K Access Lines	O	Russell Thomas Cities Population <25K	O	Trevor Voris Counties	X	Ron Stenger Telecom Cooperatives
X	Joyce Nelsen Regulated Telecom <50K Access Lines	X	Matt Wales Cities Population >25K	O	Ted Miller ODOT	O	Nathan Taylor Excavators
O	Ryan Sandhu Special Districts	O	Troy Rabe Cable TV	O	Tony Schacher Electric Cooperatives	O	Dan Jensen Interstate Natural Gas Pipeline
X	Micah Brown NULCA	O	John Norrena Public Utility Districts	O	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Dan Shepard – CH2M/City of Ontario, Kyle McCauley – Cascade Natural Gas, Luc Fortier – Pacific Marketing.

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

Adopt Previous Board Meeting Minutes: Nathan Taylor was not able to attend today's meeting but sent an email regarding a correction he wanted made to last month's minutes. Greg Snyder read the email and the Board agreed the minutes should be corrected per Nathan's request. Jarrod Morrison made a motion to accept the minutes as corrected. Joyce Nelsen seconded the motion. Vote record 05-11-16-01

Open Testimony: None.

OUNC Operations Report:

Greg Snyder provided all board members present with a copy of the operations report for the month of April 2016. All reports were reviewed. The Incoming ticket total for the month was 27,569 which was up 1.19% from 2015. The ITIC percentage was 54.16%. The Average Speed of Answer (ASA) for April was 41 seconds.

Greg also reported back on several pending issues including, a large fiber project in the portland area and the progress made in getting an apartment complex in the Portland area to register their underground lines.

OUNC Billing & Aging Report: Greg Snyder provided copies of the billing reports for the month of April 2016. All reports were reviewed. Total revenue for the month was \$29,785.10. The April Aged Report was not available but will be emailed out to all Board Members.

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. Jarrod Morrison made a motion to approve the Treasurers Report for April 2016 as submitted and Shannon Davis seconded the motion. **Vote record 05-11-16-02.**

Board of Directors Officer's Reports:

Chair's Report: Jeff Daniels: No report

Vice Chair's Report: Ron Stenger: Ron reported that Canby Telcom is ramping up for a 15 mile build of facilities and that they have been dealing with some sewer cross bores.

Treasurer Report: Joyce Nelsen: Joyce will try to get Jeff Daniels and Ron Stenger added to Umpqua Bank records today.

Joyce will go online to make the donation to J.J. Harrison.

Secretary Report: Trevor Voris: No report.

PUC Representative Report: Lori Koho: No report.

Executive Session: None

Jarrold Morrison thanked Kitty Davis for setting up the meeting in Ontario

There was discussion on the ethics of attending events presented by vendors and that, in the past, fact finding tours had been deemed permissible.

Committee Reports:

<p>Enforcement: - Lori Koho. Lori was not present. There was discussion regarding the changes to the enforcement procedures, not at the Board level, but at the PUC level. Kitty handed out a form (See attachment #1 after the voting records), which tracks those that have requested training to document the completion of training. After additional discussion Jarrod Morrison made a motion that the OUNC Board of Directors requests that the PUC provide an updated complaint process that reflects the updated procedures and those that will make up the enforcement panel. Shannon Davis seconded the motion. Vote record 05-11-16-03.</p>
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Budget and Audit Committee: Joyce Nelsen: No report.

Matt Wales did say that he still needs a Statement of Purpose from this Committee.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah will be setting up a meeting.

He may also need clarification on the color markings for different types of water.

Contracts/RFP: Shannon Davis: Shannon reported that the Committee met on May 2nd. The Committee recommends that the contract for locate training go to the low bidder, Utility Training Academy. This vendor charges less per session and they allow up to 25 students per session. Otherwise the services are very comparable. The contract would be for three years. The Committee did not serve public notice but was advised by the State Procurement Office that the Committee did exceed what was required. June locator training will be covered by the new grant. Shannon Davis made a motion to award the locator training contract to Utility Training Academy and Jarrod Morrison seconded the motion. **Vote record 05-11-16-04.**

There was also a discussion on ORPIN, which is the system the State of Oregon uses for Procurement. At one time the OUNC Board was signed up to use the procurement system but they did not believe they were using it and decided not to pay the yearly \$50 fee. Now they find they still need to be registered. Shannon Davis moved to have the OUNC Board sign up to be able to use ORPIN and Micah Brown seconded the motion. **Vote record 05-11-16-05.**

Shannon Davis also discussed why the date for the call center RFP was moved out to 5-20-16, which was to allow time for public notice of the RFP. There was some discussion if the June 8th 2016 date should still be kept for those selected vendors to do presentations and it was decided to keep that date.

Damage Reporting/Dirt: Lori Koho: No report

Policy & Procedures Committee: Matt Wales: Matt still needs a Statement of Purpose from the following committees: Budget & Audit Committee, Damage Reporting / DIRT, and Oregon Utilities Coordinating Council (OUCC).

Matt wants to have Policy and Procedures be online and the Board Secretary will be able to modify or make changes as the record keeper.

Publicity Committee: Nathan Taylor: No report. Per Luc Fortier with Pacific Marketing, the store inventory is good at this time and the hats are still doing well.

Facebook update. If someone takes a picture of a locate they get into a drawing for Bi-Mart Music festival tickets.

Update on the school coloring contest. 6 of the participants in the OUNC coloring contest are entering the national CGA contest.

Kyle McCauley has secured the 811 Bike for their UCC for the Hells Canyon Rally, which attracts approximately 8,000 visitors. He wanted to know how to get about 400-500 hats, 200 shirts, etc for swag for the event. He was advised to work with the OUCC and with Nathan Taylor – Committee Chair – on this.

Training and Education Committee: Troy Rabe: Troy not present. No report.

It was noted that since a new locator training vendor was chosen by the Board today, the information for the training classes should be updated on the OUNC website. Kitty Davis will notify those that have already signed up for the June training session to let them know of the change in vendor. Shannon Davis will let all of the bidders for the locator training know of the outcome.

There was discussion about raising the \$50 for attendees but it was decided to keep the fee at \$50.

Membership: Lori Koho: No report. Ron Stenger reported that he is looking for a replacement for his position.

It was noted that the appointment of Dan Miles with Pacific Corp is now at the Governor's Office.

Oregon Utilities Coordinating Council (OUCC) Report: Ron Coffell: Ron reported that the next meeting will be in Hood River.

The OUCC has purchased the event trailer and it is being customized and getting a shrink-wrap. Ron hopes to have the trailer available at the next OUNC Board Meeting at Eagle Crest Resort in Redmond in June.

National Industry News: NULCA, CGA, Open Discussion: None

Old business: None

New Business: None

Good of the Order: None

Jarrold Morrison made a motion to adjourn the meeting and Shannon Davis seconded the motion. **Vote**
record 05-11-16-06

Adjourn.

Voting Record
Motion 05-11-16-01

Y	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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 8

No = 0

Not Present = 11

Voting Record
Motion 05-11-16-02

Y	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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 8

No = 0

Not Present = 11

Voting Record
Motion 05-11-16-03

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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 7

No = 0

Not Present = 12

Voting Record
Motion 05-11-16-04

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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 7

No = 0

Not Present = 12

Voting Record
Motion 05-11-16-05

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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 7

No = 0

Not Present = 12

Voting Record
Motion 05-11-16-06

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	Y	Ron Stenger Telecom Cooperatives
Y	Joyce Nelsen Regulated Telecom <50K Access Lines	Y	Matt Wales Cities Population >25K	N P	Ted Miller ODOT	N P	Nathan Taylor Excavators
N P	Ryan Sandhu Special Districts	N P	Troy Rabe Cable TV	N P	Tony Schacher Electric Cooperatives	N P	Dan Jensen Interstate Natural Gas Pipeline
Y	Micah Brown NULCA	N P	John Norrena Public Utility Districts	N P	Nathan Rivera Municipal Electric		
	OPEN Contractors		Open Railroads		Open National Telecom Damage Prevention		

Summary

Yes = 7

No = 0

Not Present = 12

ATTACHMENT 1 – NEXT PAGE

Request for Training from OUNC website - 2016

Date Requested	Last	First	Phone	E-Mail	Company Name	City	PUC Action:		Date AHD support staff Notified	Date Trainer Notified	Date of Training	Trainer	Date PUC Notified
							Yes or No	NC#					
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	Metzer	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@oregongreenorganics.com	Oregon Green Organics	Portland	Yes	344		3/3/16	3/10/16	Bryan Baxter	3/15/16
3/8/16	Downer	Mike	503-551-0321	MIKE.D@CENTERLINEAG.COM	CenterLine AG Svc	Salem	Yes	345		3/8/16	3/18/16	Tobin Werner	3/18/16
3/22/16	Peck	Jeff	503-846-7631	jeff_peck@co.washington.or.mil	Washington County Operations	Hillsboro	No			3/22/16	5/10/16	Bryan Baxter	
4/6/16	Oppenlander	Dana	541-788-4446	greenthumbind@hotmail.com	Island Fence & Window		Yes	347	3.16.16	4/6/16	4/25/16	Don Patterson	4/8/16
4/8/16	Schaffer	David	503-674-3305	david.schaffer@troutdaleoregon.gov	Green Thumb Industries	Redmond	Yes	348	3.28.16	4/8/16	5/16/16	Bryan Baxter	4/8/16
					City of Troutdale	Troutdale							
					Jaron McKernan								
					Enterprises Inc.			349	4.6.16				
					Mark Latham Excavation			350	4.22.16				

Request for Training from OUNC website - 2015

Date Requested	Last	First	Phone	E-Mail	Company Name	City	PUC Action:		Date Trainer Notified	Date of Training	Trainer	Date PUC Notified
							Yes or No	NC#				
5/28/15	Heading	Dan	503-539-0865	danheading@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@cl.oswego.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	mtrumbo@penhall.com	Penhall Company	Portland	No		6/22/15	7/6/15	Bryan Baxter	
9/15/15	Frizzell	Ryan	503-324-7112	ryan.j.frizzell@odot.state.or.us	ODOT	Banks	No		9/16/15	10/14/15	Bryan Baxter	
10/15/15	Rettig	Rob	503-563-6151	robr@aks-eng.com	AKS Engineering & Forestry	Tualatin	No		10/16/15	11/5/15	Bryan Baxter	