

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College, Wilsonville Training Center-Room 201, 29353 SW Town Center – Loop E,
Wilsonville OR, June 13, 2018

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

X	Nathan Rivera Municipal Electric	X	Chris Grissom Natural Gas Distribution	X	Micah Brown NULCA	O	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	X	Nathan Taylor Excavators	X	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	O	John Norrena Public Utility Districts	X	Scott Gallegos OUCC	X	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Others in attendance were: Greg Snyder – OCC, Frank Planton – OCC, Kyle Sutton – Loy Clark Pipeline, Dawn Hickson – OUCC & Clackamas County, Ron Stenger – Direct Link, John Eckis – Stayton Co-Op Telephone, Mark Fulop – Facilitation and Process, LLC.

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the May 2018 as submitted. Geneece MacKay seconded the motion. **Vote record 06-13-18-01.**

Open Testimony: None

OUNC Operations Report: All Board Members had previously been emailed copies of the May 2018 operations reports. Greg Snyder went over the highlights for that month. The incoming ticket total for May was 32,539 which was up 3.06%% over 2017. The ITIC percentage for May was 59.26%. The incoming ITIC Mobile total for May 2018 was 388, which is up from 66 in 2017. The Average Speed of Answer (ASA) was 50 seconds for May 2018.

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

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for May 2018. Scott Gallegos made a motion to accept the Treasurers Report as submitted. Johnny Sapp seconded the motion. **Vote record 06-13-18-02.**

Board of Directors Officer's Reports:

Chair's Report: Nate Rivera. Nate thanked everyone for attending today's meeting which had originally been designated as a day of Committee Meetings but was then changed to be a full Board Meeting.

The Chair informed the Board that the OUNC Administrative Assistant, Kitty Davis, had put in her notice but that she had indicated she could be flexible on her departure date. Discussion followed and the Board was supportive of the idea of incentivizing Kitty to stay on in her current capacity if even for a short term. Nate Rivera and Scott Gallegos will contact Kitty to see if they can discuss this possibility.

Vice Chair Report: Scott Gallegos – No report

Treasurer Report: Joyce Nelsen – No report

Secretary Report: Ryan Sandhu – No report

PUC Representative Report: Lori Koho – No report

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: This committee report will be presented later this afternoon.

Policy & Procedures Committee: Johnny Sapp – No report

Publicity Committee: Fred Corona: Fred reported that as of June 12th, 2018 the contract with Pacific Marketing has ended but will continue on a month to month basis. The Committee is looking at changing the ordering process and the OUCC has requested a streamlined process in ordering hats. There was additional discussion on possible updates in ordering process.

An additional \$5,000 was approved to purchase promotional items out of the promotions budget.

An update on J.J. Harrison, May and June he was making a swing through Oregon. Still waiting on his invoice.

A representative with the Hillsboro Hops met with the Committee and for just under \$10,000 can be a sponsor for the entire season. This includes on field, online, TV and radio advertising as well as 3 games where can take the 811 trailer for giveaways. They are trying to get more baseball-oriented items to hand out.

Enforcement: Lori Koho: No report.

Training and Education Committee: Mitch Burghlea: Mitch reported that the Committee was still discussing if should have an Oregon Utility Safety Summit in 2019 and asked for opinions from the rest of the Board members. During discussion it was noted that the Board might be hard pressed to put on an event of that size with Kitty's transition and may be something to discuss again after Nate Rivera and Scott Gallegos talk with Kitty about additional incentives. Ron Stanger gave an overview of previous Administrative Assistants and advised that the dependency on this position has increased. Frank Planton with One Call Concepts (OCC) stated that, based on a February 2019 time frame and if the OUNC gives direction, OCC would be willing and able to provide as much, or more, assistance then they provided at the last event. It was also noted that financially the Board would be OK budget wise. It was decided that the Committee should provide a go or no go recommendation to the entire Board at July's Board Meeting.

Membership: Lori Koho: Ron Stenger with DirectLink, and a previous OUNC Board Member, introduced John Eckis with Stayton Cooperative Telephone Company. John has submitted paperwork for the open Telecom Cooperatives Board position. John has a background in locating and in house damage reports.

Nathan Taylor will be submitting paperwork for a second term in the Excavators position.

Kyle Sutton with Loy Clark Pipeline has submitted paperwork for the open Contractors Board Position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC would be having their next meeting at Eagle Crest Resort on Tuesday August 7th. Lunch will be served at 12 noon with the meeting starting at 1pm. This will allow those wishing to attend the opportunity to drive over on Tuesday morning. Dawn Hickson will be chairing the meeting.

Executive Coordinator Committee: Discussion on the Executive Coordinator position will be included in the Strategic Planning session listed under Old Business later today.

National Industry News: NULCA, CGA, Open Discussion: Greg Snyder reported that the One Call Concepts (OCC) Users Group Conference will be held September 25 – 27 in Miami Florida this year. OCC will pay travel and lodging for one representative from each Board to attend the conference. Nathan Taylor expressed interest in attending. It was decided to have Nathan attend as One Call Concepts guest from the OUNC. The Board also expressed interest in sending 2-3 additional members to be paid for by the OUNC. These attendees will be finalized in the July meeting.

Old business: Mark Fulop with Facilitation & Process, LLC continued the strategic planning related to the board's efforts which included a clear charter for committee functions, determination on whether or not the board should move forward with additional staff hires related to the executive director. Mark will provide a final plan for the Board to consider by the next Board meeting.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown. Micah has the final draft with Department of Justice notes on OAR's and has 2 items to go over.

First, proposed change to 952-001-0070 (8(7) (a) – (h) as shown in red on ATTACHMENT 1. Scott Gallegos made a motion to accept the proposed color code changes to better align with national standards. Nathan Taylor seconded the motion. **Vote record 06-13-18-03.**

Second, Proposed changes to 952-001-0090 (3(2) (c) and (5) as shown in red on ATTACHMENT 2. After lengthy discussion Micah Brown moved to accept the proposed changes and Fred Corona seconded the motion. **Vote record 06-13-18-04.**

There was also discussion on rule 4 but it was decided that the proposed changes will go back to committee.

Micah reported that the interagency agreement is still being worked on.

Micah requests additional time for the OAR Committee to go over all proposed rule changes at the July Board meeting. He also noted that he is trying to get the OAR changes out for public notice by the first part of August 2018.

New Business: None

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

Nathan Taylor – Noted that he had talked to a homeowner that was trying to sell his property and had called for locates only to have the marks removed by his neighbor.

Next OUNC Board Meeting is Wednesday July 11, 2018 in Salem.

Meeting Adjourned.

**Voting Record
Motion 06-13-18-01**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 12

No = 0

Not Present = 4

**Voting Record
Motion 06-13-18-02**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	N P	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 12

No = 0

Not Present = 4

**Voting Record
Motion 06-13-18-03**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 06-13-18-04**

Y	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	N P	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	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	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	Y	Scott Gallegos OUCC	Y	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 12

No = 1

Not Present = 3

ATTACHMENT 1

952-001-0070

Operators to Mark Underground Facilities or Notify Excavator that None Exist

(1) Except as provided in section (3 2) of this rule, Within two full business days (48 hours) after the following the day an excavator notifies the Oregon Utility Notification Center of a proposed excavation, the operator or its designated agent must:

(a) Mark with reasonable accuracy the lateral dimensions of the Tolerance Zone all of its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 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. **; or**

(d) (2) An operator or designated agent may comply with the terms on an agreement with the excavator, confirmed in writing by both parties prior to excavation, that provides a date and time for the operator to mark facilities within a time period that exceed two business days but does not exceed 10 business days, must have a documented agreement or arranged marking schedule, date and time with excavator for marks to be placed that exceed 2 full business days.

(3)(2) Operators of abandoned facilities must mark said facilities to the standards of locatable facilities or unlocatable facilities.

(4)(3) An operator must mark any known abandoned underground facility with a capital letter "A" inside of a circle, using the appropriate operator color and identification.

(5)(4) An operator of any out-of-service underground facility must mark such facility in the same way it marks an underground facility that is in service.

(6)(5) If an excavator uses offset marking, the excavator must correctly measure the amount of offset, so that the excavator can reestablish the location of underground facilities where originally marked.

(7)(6) If the excavator notifies the operator of underground facilities discovered during an excavation in response to an emergency, the operator of underground facilities must comply with section (1) of this rule as soon as possible.

(8)(7) Underground facilities must be marked using the following color code:

- (a) RED — Electric power lines, cables or conduit, and lighting cables.
- (b) YELLOW — Gas, oil, steam, petroleum, ~~or other hazardous liquid~~ or gaseous materials.
- (c) ORANGE — Communications, ~~cable TV~~, alarm or signal lines, cables or conduits **and fiber**.
- (d) BLUE — Potable Water, ~~irrigation, and slurry lines~~.
- (e) GREEN — Sewers, drainage facilities or other drain lines.

(f) WHITE — Pre-marking of the outer limits of the proposed excavation or marking the centerline and width of proposed lineal installations of buried facilities.

(g) PINK — Temporary Survey Markings.

(h) PURPLE — Slurry, irrigation and reclaimed water.

(9(8) In areas of ongoing excavation or construction, operators must mark newly installed underground facilities immediately upon placement.

(10(9) Except while making minor repairs to existing non-conductive, unlocatable facilities, an operator burying non-conductive, unlocatable facilities within the public rights-of-way or utility easements must place a tracer wire or other similar conductive marking tape or device with the facility to allow for later location and marking.

(11(10) An operator of underground drainage lines is not required to indicate the presence of those underground drainage lines if the existence and route of those drainage lines can be clearly determined from the presence of other visible facilities, such as manholes, catch basins, inlets, outlets, junction boxes, storm drains or permanent marking devices.

(12(11) An operator of underground drainage lines in the area of the proposed excavation must:

(a) Provide the excavator the best available description of the underground drainage lines, including as-constructed drawings or other facility maps maintained by the underground drainage lines operator; or

(b) Contact the person requesting locates, meet with the person or their designee prior to the beginning of the proposed project, and convey the information required under paragraph (a) of this section.

Stat. Auth.: ORS 183 & 757

Stats. Implemented: ORS 757.552

Hist.: OUNC 1-1997, f. & cert. ef. 4-17-97; Administrative Reformatting 1-19-98; OUNC 1-2000, f. & cert. ef. 8-28-00; OUNC 1-2006, f. & cert. ef. 10-13-06; OUNC 1-2008, f. & cert. ef. 5-30-08; OUNC 1-2014, f. & cert. ef. 3-7-14

ATTACHMENT 2

952-001-0090

Delay of Excavation Until Response from Facility Operators; Duty of Excavator to Use Reasonable Care; Damage to Facilities

(1) An excavator may not begin an excavation which requires notice under these rules until the excavator has received a response from each operator of underground facilities in the area of the proposed excavation, or until at least two **full** business days (~~48 hours~~) have elapsed ~~from the time the following the day an~~ excavator notified the Oregon Utility Notification Center. For example, if an excavator provides notice to the Oregon Utility Notification Center at 11:00 a.m. on Monday, and the excavator has not received a response from each operator, the excavator may not begin excavation until after 12:00 a.m. on Thursday, the third business day after providing notice.

(2) Notwithstanding section (1), if the excavator has agreed to an alternative markings schedule with an operator consistent with OAR 952-001-0070(2), the excavator must allow the operator to mark its facilities consistent with the parties' agreement before beginning an excavation.

(3(2) Once underground facilities have been marked, the excavator must:

(a) Maintain marks during the excavation period to ensure that the original marks remain effective for the life of the project ~~and can be re-established or the ticket life, whichever is the~~ **shorter period;**

(b) Stop excavating in the vicinity of the underground facility and notify the Oregon Utility Notification Center to have the route remarked as specified in these rules, if prior to or during the excavation process, the marking or route of any underground facility is removed or no longer visible; and

(c) Employ hand tools or other ~~such~~ non-invasive methods ~~either~~ to determine the exact location of the underground facility ~~when or down to 24 inches beyond the depth of intended~~ excavation ~~is to be made~~ within ~~the reasonable accuracy zone~~ 24 inches of the outside dimensions of a marked underground facility.

(4(3) The excavator must provide such lateral and subjacent support for underground facilities as may be reasonably necessary for the protection of such facilities.

(5) When excavating using horizontal directional drilling, the excavator must visually monitor the drill head and back reamer pass through the tolerance zone.

(6(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 from excavation activity is to a pipeline and causes the release of any~~ **natural gas, 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~~ **ensure** the public safety. The excavator must not bury damaged underground facilities without the consent of the

operator of the damaged underground facilities.

(7)(5) If an excavator discovers underground facilities in an area where the operator of the underground facilities had previously stated there were no underground facilities, prior to continuing excavation the excavator must notify the Oregon Utility Notification Center. After providing notification, the excavator must use extreme care in the affected area.

(8)(6) If an excavator is informed that a critical facility, as determined by the operator, is in the area of their excavation and that an operator-provided monitor is required on site during the excavation, the excavator must not begin excavation without that monitor being present or without the facility operator's consent. The scheduling and fulfillment of this monitoring must in no way interfere with or delay the work.

(9) An excavator may not begin an excavation more than 10 business days after providing notice to the Oregon Utility Notification Center of the excavation, nor may the excavator continue excavating at a location following expiration of its ticket life unless the excavator has re-notified the Oregon Utility Notification Center of the excavation as provided in OAR 952-001-0050.

Statutory/Other Authority: ORS 757.552

Statutes/Other Implemented: ORS 757.552