

**FINAL Meeting Minutes**  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**

Meeting Minutes, Eagle Crest Resort, 1522 Cline Falls Hwy, Redmond, OR 97756, June 8, 2016

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

<b>X</b>	<b>Jeff Daniels</b> Natural Gas Distribution	<b>O</b>	<b>Jarrod Morrison</b> Regulated Electric	<b>X</b>	<b>Ron Coffell</b> OUCC	<b>P</b>	<b>Lori Koho</b> OPUC
<b>X</b>	<b>Shannon Davis</b> Telecom >50K Access Lines	<b>O</b>	<b>Russell Thomas</b> Cities Population <25K	<b>O</b>	<b>Trevor Voris</b> Counties	<b>X</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>X</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>X</b>	<b>Matt Wales</b> Cities Population >25K	<b>O</b>	<b>Ted Miller</b> ODOT	<b>X</b>	<b>Nathan Taylor</b> Excavators
<b>O</b>	<b>Ryan Sandhu</b> Special Districts	<b>O</b>	<b>Troy Rabe</b> Cable TV	<b>O</b>	<b>Tony Schacher</b> Electric Cooperatives	<b>O</b>	<b>Dan Jensen</b> Interstate Natural Gas Pipeline
<b>O</b>	<b>Micah Brown</b> NULCA	<b>X</b>	<b>John Norrena</b> Public Utility Districts	<b>X</b>	<b>Nathan Rivera</b> Municipal Electric		
	<b>OPEN</b> Contractors		<b>Open</b> Railroads		<b>Open</b> National Telecom Damage Prevention		

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Dan Florenzo – OCC, Adam Franco – OCC, Frank Planton – OCC, Jim Holzer – OCC, Mike Losawyer – Texas811, Aaron Sanchez – Texas811, Chris Stovall – Texas811, Brad Gulseth – CH2M, Kyle McCauley – Cascade Natural Gas, Luc Fortier – Pacific Marketing, Johnny Sapp – ODOT, Scott Gallegos – NW Natural.

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

**Presentations:**

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Texas811 gave a presentation to the Board in response to the One Call Center RFP.

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One Call Concepts gave a presentation to the Board in response to the One Call Center RFP.

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**Adopt Previous Board Meeting Minutes:** Joyce Nelsen moved to accept the minutes as corrected. Matt Wales seconded the motion. Vote record 06-08-16-01

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**Open Testimony:** None.

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### **OUNC Operations Report:**

Greg Snyder advised the Board that the Sandy Crest Apartment complex had just joined the one call system under the district code BUAS01. This was the apartment building that had underground water lines running between buildings in the public right of way and the Board had the one call center send out a letter from the Board. Greg reported back on Connexion technologies under district code CONNT01. They have an amount owing of \$326.70 and all attempts to reach this member have been unsuccessful. Greg will check on the exact location of this member's facilities and work with Ron Coffell, OUCC President, to see if the local UCC may be able to make contact or provide any information. Greg also reported that Portland Public Schools, district code PPS01, has requested to be removed from the one call system as they do not have any underground facilities in the public right of way. They believe they registered in error many years ago. After discussion it was agreed that the OUNC Board Chair, Jeff Daniels, would draft a letter to be used in this type of situation, The letter would define those that are required to be registered with the one call system and those that determine they are not subject to these laws need to have a responsible person in their organization sign the letter and return it to the call center to be removed from the system.

Greg provided all board members present with a copy of the operations report for the month of May 2016. All reports were reviewed. The incoming ticket total for the month was 28,132 which was up 9.28% from 2015. The ITIC percentage was 54.97%. The Average Speed of Answer (ASA) for May was 28 seconds.

**OUNC Billing & Aging Report:** Greg Snyder provided copies of the billing reports for the month of May 2016. All reports were reviewed. Total revenue for the month was \$31,524.64. The May Aged Report was also distributed and the Board was advised that the City of Portland Transportation had been contacted and was working on sending in their payment for the past due balance of \$4,740.75.

**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 May. Ron Stenger made a motion to approve the Treasurers Report for May 2016 as submitted and Matt Wales seconded the motion. **Vote record 06-08-16-02.**

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### **Board of Directors Officer's Reports:**

**Chair's Report:** Jeff Daniels: No report

**Vice Chair's Report:** Ron Stenger: No report.

**Treasurer Report:** Joyce Nelsen: The website has been updated with documentation for fines.

**Secretary Report:** Trevor Voris: No report.

**PUC Representative Report:** Lori Koho: No report. Ron Coffell did note that the OUCC website now has a link to OUNC DIRT.

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**Executive Session: None**

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## Committee Reports:

**Budget and Audit Committee:** Joyce Nelsen: Joyce reported that the PUC billed for legal fees in March but there was no money set aside in the budget for legal fees. After discussion it was decided to use whatever dollars are available from the Executive Board Administration Fund for the remainder of this year and budget legal expenses in for next year.

**Contracts/RFP:** Shannon Davis: Shannon Davis reported that the contract for the new Locator Training company is ready to be reviewed and made a motion to send the contract to the Department of Justice for review. Nathan Taylor seconded the motion. [Vote record 06-08-16-03](#).

Shannon will be scheduling a Contracts Committee meeting as soon as she gets updated information on holding Executive Sessions.

**Damage Reporting/Dirt:** Lori Koho: No report

**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – Micah was not present. Lori Koho reported on the OAR Committee meeting held by conference call on June 1, 2016. Discussed at the meeting was a proposed change to the 48 Hour Rule to 2 Full Business Days for locates and updating the Tariff and ticket costs. A handout with meeting notes and a second handout showing proposed changes in the language for the 48 Hour Rule was distributed. (See attachments 1 & 2 following the voting records). It was noted that the Board would need a small business impact statement. There was discussion on the rule changes and the process to follow to accomplish the changes. The OAR Committee is also doing further research on a 45-Day Ticket Life, Complaint Process – RAA, and Positive Response.

**Policy & Procedures Committee:** Matt Wales: Matt reported that the Policy and Procedures Manual was now complete. He will post the draft on the OUNC website for review and have a vote at the July meeting. Matt will also email all members so they know it is posted on the website.

Matt also reported The City of Portland legal council advised that, due to the Freedom of Information Act, when a final draft is put online or posted all other drafts should be removed. Lori Koho will check and verify if the state requirements are the same.

**Publicity Committee:** Nathan Taylor: Nathan reported that the OUNC store is and has been low on items. On June 6<sup>th</sup> an order was placed and with the items for the Bi-Mart Music Festivals and existing pending orders there is only about 20% of the publicity budget money remaining.

Regarding the music festivals - Bi-Mart has made a video for the jumbotron at the festivals, tee shirts have been ordered, the volunteers are all scheduled, the 811 trailer will be available, face book will have daily postings and the ticket giveaways start next week.

The 811 poster-coloring contest is awaiting the winners selections.

Nathan has scheduled a committee meeting for after the July OUNC Board meeting in Wilsonville.

Nathan asked the Board what should be the priorities for swag items. Smaller items, like pens and note pads or larger items like hats and shirts? Possibly focus more on smaller items and less on hats and tee shirts at this time.

Luc Fortier with Pacific Marketing suggested that those ordering items be asked why they want the items. It may be that they are ordering too far ahead. Try to get them to limit what they take. Can also restrict some items to be ordered by Board Members only. Those interested can also go through their local UCC to get more expensive items to help control costs. Lori Koho will send a statement for Luc to post on the store website when the store is low or out of stock to please contact the local UCC or a Board Member directly.

The CNG check for sponsoring the OUNC trailer went to Joyce Nelsen at the OUNC in error. Joyce will send back a check for that amount.

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**Enforcement:** - Lori Koho. Lori had Kitty Davis distribute a handout with a summary of 15 separate alleged violations since April 14th of this year. (See attachment 3 following the voting records).

There is a tentative meeting scheduled for June 27<sup>th</sup>, 2016.

Lori Koho will provide an updated letter on enforcement procedures at the next OUNC Board meeting in Wilsonville.

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**Training and Education Committee:** Troy Rabe: Troy was not present. Ron Coffell reported that he had been on site since the start of the Locator Training session currently underway. This is the first training class with the new Locator Training Company. Ron said the training seems to be going good and he has received positive feedback from the trainees.

Ron Stenger noted that Larry Nelsen has been sitting in on locator training classes and assisting the instructors many times as a volunteer. Ron wants to thank Larry for his help and dedication.

Joyce Nelsen noted that the new grant for locator training is from May 4<sup>th</sup>, 2016 to May 3<sup>rd</sup>, 2017. The Board needs to schedule 3 more training classes before May 3<sup>rd</sup>, 2017 and asks the committee to look into scheduling the events.

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**Membership:** Lori Koho: It was noted that the appointment of Dan Miles with Pacific Corp is now at the Governor's Office. John Sapp with ODOT will be sent an interest package.

Lori Koho asked the Board if the National Telecom Damage Prevention Board Position is needed and to have a discussion at the next Board meeting.

**Oregon Utilities Coordinating Council (OUCC) Report:** Ron Coffell: Ron reported that the OUCC event trailer is almost finished

There will be a calendar on the OUCC website to see the events where the trailer is scheduled and to reserve the trailer.

Ron also reported that there instructions and a link to access DIRT on the OUCC website.

The OUCC Presidents Council Meeting will be held tomorrow at this same location.

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

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**Old business:** Previously there had been a vote recognize Jennifer Carter's contributions to the OUNC. Jennifer is planning on attending the July meeting.

**New Business:** None

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**Good of the Order:** Executive Board nominations will be in July and voting in August.

Need to discuss 2017 meeting schedule and locations. There was discussion on keeping monthly meetings or changing to every other month. Nathan Rivera suggested trying 2 months of meeting with a month off in rotation or a total of 8 meetings a year. Jeff Daniels and Kitty Davis will try to put together a schedule including locations and see how that works out.

It was requested to consider having a meeting in Hermiston in 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 2017.

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Matt Wales made a motion to adjourn the meeting and Shannon Davis seconded the motion. **Vote record**  
**06-08-16-04**

**Adjourn.**



Voting Record  
Motion 06-8-16-01

<b>Y</b>	<b>Jeff Daniels</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Jarrold Morrison</b> Regulated Electric	<b>Y</b>	<b>Ron Coffell</b> OUCC	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Davis</b> Telecom >50K Access Lines	<b>N</b> <b>P</b>	<b>Russell Thomas</b> Cities Population <25K	<b>N</b> <b>P</b>	<b>Trevor Voris</b> Counties	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Matt Wales</b> Cities Population >25K	<b>N</b> <b>P</b>	<b>Ted Miller</b> ODOT	<b>Y</b>	<b>Nathan Taylor</b> Excavators
<b>N</b> <b>P</b>	<b>Ryan Sandhu</b> Special Districts	<b>N</b> <b>P</b>	<b>Troy Rabe</b> Cable TV	<b>N</b> <b>P</b>	<b>Tony Schacher</b> Electric Cooperatives	<b>N</b> <b>P</b>	<b>Dan Jensen</b> Interstate Natural Gas Pipeline
<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric		
	<b>OPEN</b> Contractors		<b>Open</b> Railroads		<b>Open</b> National Telecom Damage Prevention		

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 9**

Voting Record  
Motion 06-8-16-02

<b>Y</b>	<b>Jeff Daniels</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Jarrold Morrison</b> Regulated Electric	<b>Y</b>	<b>Ron Coffell</b> OUCC	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Davis</b> Telecom >50K Access Lines	<b>N</b> <b>P</b>	<b>Russell Thomas</b> Cities Population <25K	<b>N</b> <b>P</b>	<b>Trevor Voris</b> Counties	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Matt Wales</b> Cities Population >25K	<b>N</b> <b>P</b>	<b>Ted Miller</b> ODOT	<b>Y</b>	<b>Nathan Taylor</b> Excavators
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<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric		
	<b>OPEN</b> Contractors		<b>Open</b> Railroads		<b>Open</b> National Telecom Damage Prevention		

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 9**

Voting Record  
Motion 06-8-16-03

<b>Y</b>	<b>Jeff Daniels</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Jarrold Morrison</b> Regulated Electric	<b>Y</b>	<b>Ron Coffell</b> OUCC	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Davis</b> Telecom >50K Access Lines	<b>N</b> <b>P</b>	<b>Russell Thomas</b> Cities Population <25K	<b>N</b> <b>P</b>	<b>Trevor Voris</b> Counties	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
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<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric		
	<b>OPEN</b> Contractors		<b>Open</b> Railroads		<b>Open</b> National Telecom Damage Prevention		

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 9**

Voting Record  
Motion 06-8-16-04

<b>Y</b>	<b>Jeff Daniels</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Jarrold Morrison</b> Regulated Electric	<b>Y</b>	<b>Ron Coffell</b> OUCC	<b>Y</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Davis</b> Telecom >50K Access Lines	<b>N</b> <b>P</b>	<b>Russell Thomas</b> Cities Population <25K	<b>N</b> <b>P</b>	<b>Trevor Voris</b> Counties	<b>Y</b>	<b>Ron Stenger</b> Telecom Cooperatives
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<b>N</b> <b>P</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>John Norrena</b> Public Utility Districts	<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric		
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**Summary**

**Yes = 10**

**No = 0**

**Not Present = 9**

**ATTACHMENT 1 – NEXT PAGE**



OAR Chair Meeting Notes  
OAR Meeting Held June 1, 2016  
Location: Conference Call

Members attended: Tony Schacher, Lori Koho, Micah Brown, and Jarrod Morrison.  
Guest attending: Greg Snyder

## **OAR Meeting Notes**

### **Action Item Report:**

#### **1. 48 Hour Rule Change:**

- a. Present hand out of final draft (only change was to FAQ 8 during committee meeting) of the proposed rule change and verbiage. Need a motion to accept the proposed as written and move forward with opening it up for public comment or the next appropriate step.

#### **2. Tariff:**

- a. Board Discussion: What other operating areas of the board should be concerned with the need or effected by the Tariff increase?
- b. We need to first establish an effective lifespan of the tariff.  
Example: If the largest factor being a call center vendor then the life of the tariff may be best to revisit and adjust nearing the end or after the expiration of that contract?  
Should the need of an executive session be in order to discuss?

Further research and work is being done on the following:

**45 Day Ticket Life**

**Complaint Process - RAA**

**Positive Response**

**Attachment 2 – Next page**



**ATTACHMENT 3 – NEXT PAGE**

**NC Complaints Investigations  
Report for June 2016**

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Since April 14, 2016 there have been 15 separate alleged violations for review.

- 3 alleged violations were dismissed regarding operators failing to locate underground utilities in a timely manner for an emergency. After investigating the complaints, the plaintiff called for emergency locates and proceeded to use reasonable care to protect underground facilities. Furthermore, a statement provided to the plaintiff indicated marks were provided prior to 48 business hours.

The following are being processed and investigated:

- 1 alleged violation involving a failure to give notice of proposed work was referred to OSHA to investigate worker safety rules.
- 1 alleged violation is under PUC review for failing to maintain marks.
- 5 alleged violations are under PUC review for failing to give notice of proposed work.
- 3 alleged violations are under PUC review for operators failing to locate underground utilities.
- 2 alleged violations are under review for failing to use non-invasive methods to determine the exact location of underground facilities.