

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

Meeting Minutes, Hood River Inn – Best Western,  
 1108 E Marina Way Hood River, OR 97031, July 12, 2017

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

<b>X</b>	<b>Nathan Rivera</b> Municipal Electric	<b>X</b>	<b>Kevin Christiansen</b> Counties	<b>X</b>	<b>Micah Brown</b> NULCA	<b>O</b>	<b>Lori Koho</b> OPUC
<b>X</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>O</b>	<b>Russell Thomas</b> Cities Population <25K	<b>O</b>	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	<b>O</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>X</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>O</b>	<b>Matt Wales</b> Cities Population >25K	<b>X</b>	<b>Johnny Sapp</b> ODOT	<b>O</b>	<b>Nathan Taylor</b> Excavators
<b>X</b>	<b>Ryan Sandhu</b> Special Districts	<b>O</b>	<b>John Norrena</b> Public Utility Districts	<b>O</b>	<b>Tony Schacher</b> Electric Cooperatives	<b>X</b>	<b>Mitch Burghelea</b> Cable TV
<b>X</b>	<b>Genece MacKay</b> Regulated Electric						
	<b>Open</b> Railroads		<b>Open</b> Contractors		<b>Open</b> OUCC		<b>Open</b> Natural Gas Distribution

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Jessica Malmstedt – Williams, Fred Corona - Williams, Scott Gallegos – NW Natural Gas, Scott Clement – City of Portland, Larry Nelsen – Van Lee Contracting.

**Introductions:** Nathan Rivera, Vice Chair, explained that Jeff Daniels had resigned from the Board effective immediately and that Nathan would be chairing the Board meetings for the remainder of 2017. Nathan welcomed everyone to the meeting and introductions were completed.

**Adopt Previous Board Meeting Minutes:** Joyce Nelsen moved to accept the minutes as presented. Ryan Sandhu seconded the motion. Vote record 07-12-17-01.

**Open Testimony:** None

**OUNC Operations Report:**

Greg Snyder advised the Board of concerns that were brought up regarding the inability of locators to get to dig site locations on Monday 8/21/17 due to the total eclipse. There are estimated to be as many as one million visitors to Oregon for the eclipse. Greg offered to have OCC send out free format messages advising excavators and member utilities of the upcoming event or to add a message on tickets sent out to those that provide an email address in their contact information. The Board decided to have OCC send out a free format message and Ryan Sandhu volunteered to create the message and forward it on to Greg. Ryan will also include a schedule for when the free format message should be sent out.

The Board was shown an example of a ticket sent to excavators when they include their email address in the contact information on the ticket. This example included a link that can be used to show the color codes and other information the Board would like excavators to be able to access. Joyce Nelsen will let Greg know when the OUNC website has been updated with the information on a new tri-fold brochure so the link can be used to access this brochure.

Greg also brought up an email he received from an employee with ODOT yesterday evening. She had some questions on responsibility and possible liability at a construction site. Johnny Sapp offered to contact the ODOT employee.

All Board Members had previously been emailed copies of the May and June 2017 operations reports. Greg went over the highlights of both months. The incoming ticket total for May was 31,574 which was up 12.24% from 2016 and June's total was 30,444, up 4.93% over 2016. The ITIC percentage for May was 55.10% and 56.43% for June. The Average Speed of Answer (ASA) was 45 seconds for May and 26 seconds for June.

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

Greg also advised the Board that the June Aged Report showed that most of the past due monies were owed by five district codes belonging to Frontier Communications. OCC has been in contact with Frontier and they are undergoing some internal restructuring where many of the payment responsibilities have changed. They will be getting caught up on past due accounts in the near future.

**Treasurer Report:** Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for the months of May and June 2017. Johnny Sapp made a motion to accept the Treasurer's Reports for May and June 2017 as submitted. Shannon Potter seconded the motion. [Vote record 07-12-17-02](#)

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

**Chair's Report:** No report.

**Vice Chair's Report:** Nathan Rivera: Nathan initiated discussion on the OCC users Group Conference to be held in San Diego September 19 – 21 2017. There was discussion and Ryan Sandhu made a motion to have up to four OUNC Board Members be able to attend this years conference. One will be the guest of OCC and have their room and travel paid for by OCC. The other three will be paid for by the OUNC.

Shannon Potter seconded the motion. **Vote record 07-12-17-03**. Nathan Rivera will be the OCC guest and the other three attendees are to be determined.

There was discussion on nominations for Board positions. There are several vacant seats that have pending appointments. Shannon Potter made a motion to delay the hold off on Board nominations until October 2017 with the vote in November 2017. Ryan Sandhu seconded the motion. **Vote record 07-12-17-04**. There was discussion about the possibility of conference calls and email nominations as well.

**Treasurer Report:** Joyce Nelsen: Joyce reported that revenue is approximately \$34,000 over last year.

**Secretary Report:** Ryan Sandhu – Ryan briefly went over the information that the OUNC should be posting to the Oregon Transparency Website. This information was also sent out to all Board members in an email from Lori Koho.

**PUC Representative Report:** Lori Koho: No report.

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**Executive Session: None**

### **Committee Reports:**

**Policy and Procedures Committee:** - This Report was moved to the first report of the day as some Committee members could not attend the entire meeting. Johnny Sapp. Johnny went over the updated Policy manual. He is aware of a couple of items that need to be corrected but would like to get the new manual approved with the corrections discussed. Joyce Nelsen moved to accept the updated manual as presented with the corrections to be made. Shannon Potter seconded the motion. **Vote record 07-12-17-05**.

**Budget and Audit Committee:** Joyce Nelsen: No Report

**Contracts Committee:** Shannon Potter: Shannon reported that the Committee reviewed how they had been dealing with Kitty's position and found there should be some adjustments made to stay in compliance. Shannon will bring documentation to the next meeting.

Shannon also noted that the OUNC's contract with Pacific Marketing would be expiring.

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

**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown: Micah provided information on Tolerance Zone. Currently, Reasonable Accuracy Zone is defined as within 24 inches of the outside lateral dimensions of "both" sides of an underground facility. The Committee would like the definition changed from "both" sides to "all" sides. Discussion followed and it was decided that Micah would take the item back to the Committee for other possible changes that may be needed.

Micah also wanted feedback from the entire Board regarding a Due Date Exemption. This would be an exemption if there were an agreement between an excavator and a facility operator or their agent. The major concern is documentation of the agreement. Micah asked if the Board felt this should still be worked on or tabled. After discussion Micah agreed to take the item back to the Committee for further work.

Greg Snyder with OCC gave an update on the Oregon Positive Response using Ticket Check. It should be set to go online sometime in mid August. Greg will get in touch with Micah to firm up the dates for sending out the free format messages to excavators and member utilities and the hard date for implementation.

**Policy & Procedures Committee:** See information under the first Committee Report.

**Publicity Committee:** Joyce Nelsen: Joyce reported that Jim Holzer will attend August board meeting to cover the TV ad campaign along with Ayn Sergent to cover Website Ad campaign

**Enforcement:** Lori Koho: No report.

**Training and Education Committee:** Ron Stenger: Oregon Safety Summit 2018 discussion: Jessica Malmstedt with Williams showed the group a video presentation of Texas811 demonstrating a mock line strike. Would like our mock line strike demo representing all utilities; not just gas. Keynote speaker, venue, brochure, letter to sponsors, and advertising are in place to move forward. Questions followed: Is there going to be CEC? Is this event a one time or ongoing? Who's really sponsoring? Is this presented by the OUNC?

Micah Brown made a motion: OUNC board is in agreement as a large sponsor using up to 30k for the safety summit in 2018 and will partner with Williams. Shannon Potter seconded the motion. Voted and motion was denied. [Vote record 07-12-17-06](#)

After lunch there was Continued discussion and members felt this event has to be an Oregon 811 event.

Micah Brown made a motion: OUNC has agreed to move forward with the Oregon Safety Summit 2018 as an OUNC event and use the 30k in the 2017 Training and Education budget designated for a large event. A member of the Training & Education Committee will be the Event Coordinator for the event along with members providing volunteer time throughout the duration of the planning and day of event. Shannon Potter seconded the motion. Voted and passed. [Vote record 07-12-17-07](#)

Scott Gallegos discussed the CCB Training: online test is in progress. Meeting with vendors next week and hope to finalize by November.

**Membership:** Lori Koho: Ryan Sandhu mentioned orientation links to review.

**Oregon Utilities Coordinating Council (OUCC) Report:** The Executive Board will meet July 24<sup>th</sup> and their next quarterly meeting is August 8<sup>th</sup>.

**Executive Coordinator Committee:** Shannon Potter. Shannon reported that at the last committee meeting the group reviewed contracts from other states. A list of duties for this position is being put together. Continuing research is being done.

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

**Old business:** None

**New Business: None**

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**Good of the Order:** Johnny Sapp mentioned he attended the Oregon Utility Safety Committee and enjoyed guest speaker. Suggested others to attend.

Next meeting: August 9 CCC, Wilsonville Training Center

**Adjourn.** 1:25pm

Voting Record  
Motion 07-12-17-01

Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Kevin Christiansen</b> Counties	Y	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
Y	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
Y	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	N P	<b>Matt Wales</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	N P	<b>Nathan Taylor</b> Excavators
Y	<b>Ryan Sandhu</b> Special Districts	N P	<b>John Norrena</b> Public Utility Districts	N P	<b>Tony Schacher</b> Electric Cooperatives	Y	<b>Mitch Burghlelea</b> Cable TV
Y	<b>Geneece MacKay</b> Regulated Electric						
	<b>Open</b> Railroads		<b>Open</b> Contractors		<b>Open</b> OUCC		<b>Open</b> Natural Gas Distribution

**Summary**

**Yes = 9**

**No = 0**

**Not Present = 8**

Voting Record  
Motion 07-12-17-02

Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Kevin Christiansen</b> Counties	Y	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
Y	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
Y	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	N P	<b>Matt Wales</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	N P	<b>Nathan Taylor</b> Excavators
Y	<b>Ryan Sandhu</b> Special Districts	N P	<b>John Norrena</b> Public Utility Districts	N P	<b>Tony Schacher</b> Electric Cooperatives	Y	<b>Mitch Burghlelea</b> Cable TV
Y	<b>Geneece MacKay</b> Regulated Electric						
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**No = 0**

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Voting Record  
Motion 07-12-17-03

Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Kevin Christiansen</b> Counties	Y	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
Y	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
Y	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	N P	<b>Matt Wales</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	N P	<b>Nathan Taylor</b> Excavators
Y	<b>Ryan Sandhu</b> Special Districts	N P	<b>John Norrena</b> Public Utility Districts	N P	<b>Tony Schacher</b> Electric Cooperatives	Y	<b>Mitch Burghlelea</b> Cable TV
Y	<b>Geneece MacKay</b> Regulated Electric						
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**Summary**

**Yes = 9**

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Voting Record  
Motion 07-12-17-04

Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Kevin Christiansen</b> Counties	Y	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
Y	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
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Y	<b>Geneece MacKay</b> Regulated Electric						
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**Summary**

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**No = 0**

**Not Present = 8**

Voting Record  
Motion 07-12-17-05

Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Kevin Christiansen</b> Counties	Y	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
Y	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
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**Summary**

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Voting Record  
Motion 07-12-17-06

N	<b>Nathan Rivera</b> Municipal Electric	N	<b>Kevin Christiansen</b> Counties	N	<b>Micah Brown</b> NULCA	N P	<b>Lori Koho</b> OPUC
N	<b>Shannon Potter</b> Telecom >50K Access Lines	N P	<b>Russell Thomas</b> Cities Population <25K	N P	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	N P	<b>Ron Stenger</b> Telecom Cooperatives
N	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	N P	<b>Matt Wales</b> Cities Population >25K	N	<b>Johnny Sapp</b> ODOT	N P	<b>Nathan Taylor</b> Excavators
N	<b>Ryan Sandhu</b> Special Districts	N P	<b>John Norrena</b> Public Utility Districts	N P	<b>Tony Schacher</b> Electric Cooperatives	N	<b>Mitch Burghlelea</b> Cable TV
N	<b>Geneece MacKay</b> Regulated Electric						
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**Summary**

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Voting Record  
**Motion 07-12-17-07**

<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Kevin Christiansen</b> Counties	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N P</b>	<b>Lori Koho</b> OPUC
<b>Y</b>	<b>Shannon Potter</b> Telecom >50K Access Lines	<b>N P</b>	<b>Russell Thomas</b> Cities Population <25K	<b>N P</b>	<b>Dan Jensen</b> Interstate Natural Gas Pipeline	<b>N P</b>	<b>Ron Stenger</b> Telecom Cooperatives
<b>Y</b>	<b>Joyce Nelsen</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Matt Wales</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>N P</b>	<b>Nathan Taylor</b> Excavators
<b>Y</b>	<b>Ryan Sandhu</b> Special Districts	<b>N P</b>	<b>John Norrena</b> Public Utility Districts	<b>N P</b>	<b>Tony Schacher</b> Electric Cooperatives	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
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