

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College Wilsonville Training Center,
 29353 SW Town Center – Loop E, Room 210 Wilsonville, OR, August 9, 2017

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

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

Others in attendance were: Kitty Davis – OUNC, Greg Snyder – OCC, Jessica Malmstedt – Williams, Lynne Cuevas – City of Portland, Jim Holzer – OCC, Kyle McCauley – Cascade Natural Gas, Luc Fortier – Pacific Marketing.

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

Adopt Previous Board Meeting Minutes: Ron Stenger moved to accept the minutes as presented. Kevin Christiansen seconded the motion. Vote record 08-09-17-01.

Open Testimony: None

Past Board Member Recognition: Ron Stenger introduced Russell Thomas and Russell was presented with a plaque for his many years of service on the OUNC Board.

Guests Presentation: Jim Holzer with One Call Concepts gave a presentation showing results of the OUNC TV ad campaign that ran earlier this year. Discussion followed.

OUNC Operations Report: Greg Snyder advised the Board that the collection agency working on three past due accounts found that both Intelligent Community Services (district ICS01) and Connexion Technologies (district code CONNT01) are both out of business and they will not be able to collect on those accounts. They are still communicating with Rodlun Road Water. As acting Chair, Nathan Rivera asked that someone do a field visit to see if Intelligent Community Services has any facilities in the ground. Kyle McCauley with Cascade Natural Gas and as someone on the local UCC, said he would get that done. After additional discussion it was decided that there should be a written process on how to deal with situations where a member can no longer be contacted (out of business, etc), what to do with their notifications and how to deal with collections with the new rules by the State of Oregon. Ron Stenger made a motion to create such a process and Lori Koho seconded. **Vote record 08-09-17-02**. The Process and Procedures Committee will work on this process.

Greg also let the Board know that the free format messages regarding the eclipse on 8/21/17 started going out on Friday 7/21/17 and will continue to be sent each Thursday afternoon with the last message being sent on Thursday 8/17/17.

All Board Members had previously been emailed copies of the July 2017 operations reports. Greg went over the highlights for the month. The incoming ticket total for July was 28,233 which was up 11.12% from 2016. The ITIC percentage for July was 56.75%. The Average Speed of Answer (ASA) was 32 seconds for July.

Greg reported that OCC has been developing an APP and that Oregon would be one of the first states where it would be available. There is no cost to the Board, members or excavators to use the App. It is a value added feature from OCC. Adam Franco, Director of Operations with OCC, would like to demonstrate the Oregon App to an OUNC Board Member or group of Members and get their OK to preview the App at the upcoming OCC Users Group Conference. It was decided that Ron Stenger, as Chair of the Training and Education Committee would be person to view the demonstration.

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

The Board was advised that the per ticket price was due to go up in July 2017. However, as the price increase is tied to the Consumer Price Index which does not come out until August 2017, the ticket price increase will be retroactively applied to July's tickets and show as a line item on the August Billing Summary as in past years.

Greg also noted that the July 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 internal restructuring and will be getting caught up on the past due amounts.

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 July 2017. Johnny Sapp made a motion to accept the Treasurer's Report for July 2017 as submitted. Kevin Christiansen seconded the motion.

Vote record 08-09-17-03

Board of Directors Officer's Reports:

Chair's Report: No report.

Vice Chair's Report: Nathan Rivera: Nathan thanked Ryan Sandhu for getting the message out to the members and excavators regarding the eclipse.

Treasurer Report: Joyce Nelsen: No report

Secretary Report: Ryan Sandhu – Ryan reminded everyone that the Committee Meetings were being held next month and that those planning to hold a meeting should send their agenda to Ryan for posting.

Ryan also mentioned that he might be using free formats more often in the future to send out information.

PUC Representative Report: Lori Koho: Lori reported that there had been quite a few complaints filed recently and that people are using the system.

Lori gave an update on the Oregon Transparency Website and it is possible that the OUNC only needs to provide a link to the financials effective November to be compliant.

Lori also noted that the State of Oregon is busy preparing for the eclipse in August. It is possible that cell and data services may go down or be overloaded.

Executive Session: None

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Volunteers are needed for the committee. Let Joyce know if you are interested in joining.

Contracts Committee: Shannon Potter: No report

Damage Reporting/Dirt: Lori Koho: Lori is learning more about the DIRT system and those that share data. So far she can only access information from PGE, CNG, NW Natural and Avista.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: No report.

Policy & Procedures Committee: Johnny Sapp. Johnny reported the updated Policy and Procedures have been emailed out to the Board Members.

The Committee will meet next month.

Publicity Committee: Joyce Nelsen: Joyce noted that the committee would be meeting next month.

An order had been placed for pink hats.

So far this year 87,000 items, not including calendars, had been ordered.

Enforcement: Lori Koho: Additional staff is being trained to do investigations. They are getting lots of complaints.

Training and Education Committee: Ron Stenger: Ron reported that Locator Training will be offered in Hermiston in September and that registration will open soon.

An update on the Oregon Utility Safety Summit was given. OCC Creating is providing support. The Committee is meeting every 2 weeks. The next meeting will be Wednesday August 16th in Albany. The budget is estimated to be \$60,000 with approximately \$47,500 in sponsorship received to date. CEU will be available for the event – can get credits. Also, the Salem local Fire Department is on board and Life Flight is interested in participating.

Kitty Davis noted that they would be using Eventbrite for registration.

Genece MacKay volunteered to be on this committee.

Ron Stenger also mentioned a project he is involved in regarding fiber optic specific damage prevention and reporting document. Discussion followed. There is a possible need to focus on these types of lines as they can affect essential industries such as financial, medical, etc.

Membership: Lori Koho: Lori believes two positions are being approved.

Ron Stenger is still looking for a replacement. Ron's term has expired but he has volunteered to stay on for an additional year.

Kyle McCauley asked about a replacement for Jeff Daniels for Gas Company representation. No one was sure but it is possible that Jeff is working on a replacement.

A question on who is eligible for the Locator Training classes came up. It was determined that the class would be available to anyone doing locates in the State of Oregon.

Shannon Potter announced that she would not be able to do a second term. She may have a replacement and will have them contact Lori to get information on submitting an application.

Oregon Utilities Coordinating Council (OUCC) Report: No

Executive Coordinator Committee: Shannon Potter. Shannon noted the committee would meet next month and they will have a phone conference bridge available.

National Industry News: NULCA, CGA, Open Discussion: The explosion in Minnesota was discussed. It was not caused by outside construction.

There was also discussion on the house explosion in Oregon. It was found to be caused by butane and not construction related.

Old business: None

New Business: None

Good of the Order

Next meeting: October in Hermiston Oregon.

Johnny Sapp moved to adjourn the meeting and Lori Koho seconded the motion. **Vote record 08-09-17-04**

Meeting Adjourned.

Voting Record
Motion 08-09-17-01

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

Yes = 12

No = 0

Not Present = 5

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Yes = 11

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Not Present = 6

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