

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Eagle Crest Resort, Conference Center – Room A, 1522 Cline Falls Hwy, Redmond OR, 97756, August 8, 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	O	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	O	Johnny Sapp ODOT	O	Mitch Burghlelea Cable TV
X	Ryan Sandhu Special Districts	O	John Norrena Public Utility Districts	O	Scott Gallegos OUCC	O	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, Dawn Hickson – OUCC & Clackamas County, Kyle Thomas – City of Bend, Larry Nelsen – Van Lee Contracting, Kyle McCauley – Cascade Natural Gas, Linda Burger – Avista, Ryon Kershner – Roseburg Urban Sanitary District, Luc Fortier – Pacific Marketing

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

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the July 2018 meeting minutes as submitted. Geneece MacKay seconded the motion. **Vote record 08-08-18-01.**

Open Testimony: None

Presentation: Kyle Thomas with the City of Bend, and Central UCC President, gave a presentation on Building a Successful Damage prevention Program.

OUNC Operations Report: Greg Snyder went over a request from Utilquest (Locating Incorporated) and from Jim Brenneke with PGE. PGE is one of Utilquest's customers. They would like to have a link to Utilquest's Enhanced Positive Response (ERP) added to Search and Status. The information is not hosted by the call center; OCC will only be providing the link to Utilquest's information. There is no additional cost to add this feature. Utilquest also mentioned that NW Natural and Pacific Power might be interested in this feature. After discussion Micah Brown made a motion to allow OCC to add the link to Utilquest's Enhanced Positive Response into Search and Status. Ryan Sandhu seconded the motion. **Vote record 08-08-18-02**

Greg also brought a request from the Lane UCC asking if there could be a statewide database where utilities could enter names of businesses/contractors that have not been using the 811 system. There was prolonged discussion on the topic.

Greg reminded the Board Members that the yearly increase of the per ticket price is due in July but since the increase is tied to the CPI, which is not available until August, the August invoice will include the increased ticket price for July. This is the same way the ticket price increase has been handled in previous years.

All Board Members had previously been emailed copies of the July 2018 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for July was 29,223 which is up 3.51% over 2017. The ITIC percentage for July was 60.93%. The incoming ITIC Mobile total for July 2018 was 337, which is up from 73 in 2017. The Average Speed of Answer (ASA) was 36 seconds for July 2018.

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

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for July 2018. Ryan Sandhu made a motion to accept the Treasurers Report as submitted. Scott Clement seconded the motion. **Vote record 08-08-18-03.**

Joyce also brought the issue of declining revenue to the Boards attention. Discussion followed. Several reasons for the decline were mentioned including that utilities must receive 50 or more tickets in a calendar year to be billed for ticket, the possible increase in the number of those members that qualify for the \$500 yearly limit, and that member utilities are tightening their coverage area maps. It was requested that Greg Snyder with OCC provide data for 2017 on all members that are receiving the \$500 yearly cost exemption for the September 2018 meeting.

Board of Directors Officer's Reports:

Chair's Report: Nate Rivera. No report

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: Joyce will send out a budget report to be discussed at the next meeting.

Contracts Committee: Shannon Potter: No report. Fred Corona did note that the contract with Pacific Marketing is currently month-to-month.

Damage Reporting/Dirt: Lori Koho: No report. Chris Grissom noted that in Washington DIRT they added custom fields and requests Oregon does the same. There was some discussion on the previous attempts to customize Oregon DIRT.

Dawn Hickson now has access to DIRT.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown: Micah reported that the committee met last week.

The timeline for the updated OAR's has been pushed out as the financial and small business impact statements still need to be completed. Micah hopes to have a draft available for the Board at the next meeting.

The committee discussed the updated Oregon Standards Manuals and will try to bring information on the finances and turn around on making the new manuals available after printing to the next meeting. Estimate 7-10 days to have manuals printed. The new manuals should also be available on the OUNC website before printing is completed.

Policy & Procedures Committee: Johnny Sapp – No report.

Publicity Committee: Fred Corona: Fred noted that publicity has used 63% of the \$100,000 budget through July.

Tee shirts continue to be doing well.

Fred reported that Pacific Marketing has provided updated access to orders being processed.

There is signage at the ballpark and radio, TV and print advertising for the OUNC's sponsorship of the Hillsboro Hops. The OUNC will be on site August 25, 26 and September 1 with the Oregon 811 trailer.

It was pointed out that the full Board needed to approve the sponsorship of the Hillsboro Hops. Joyce Nelsen moved to approve the previously discussed amount of \$9,950 to sponsor the Hillsboro Hops

Baseball Team. Geneece MacKay seconded the motion. [Vote record 08-08-18-04](#). There will be a ticket giveaway on face book.

It was reported that CGA is holding a Hot Air Balloon event in Albany. There will be 40 Balloons. Cost for sponsorship is \$1,700.

The floor mat showing the locate colors and diagrams of marks for use with the OUCC 811 trailer is still in the works.

Some of the functions of the committee are in the process of being transferred to Kitty Davis.

Enforcement: Lori Koho: No report

Training and Education Committee: Mitch Burghlea: Mitch was not available but there was discussion on the 2019 Oregon Utility Safety Summit (OUSS) and if the OUNC would sponsor the 2019 OUSS using the previously budgeted \$30,000 with Kitty Davis, the Outreach Coordinator being the event coordinator. The scope and timeline is unknown at this time. Micah Brown made a motion to have the OUNC sponsor the 2019 Safety Summit up to \$10,000 with no advertising until 10/01/18 and with a 11/01/18 back out date. Scott Clement seconded the motion. [Vote record 08-08-18-05](#)

Membership: Lori Koho: No report

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that at yesterday's OUCC meeting there was discussion regarding the issues with the individual UCC's registering with tax-exempt status. The OUCC is trying to get all UCC's under the OUCC umbrella. They have been advised it may cost \$11,000 - \$15,000 to accomplish. The OUCC may approach the OUNC for assistance at a later date.

Executive Coordinator Committee: Shannon Potter. No report

National Industry News: NULCA, CGA, Open Discussion: The One Call Concepts (OCC) Users Group Meeting will be held September 25 – 27, 2018. OCC will be sponsoring Nathan Taylor as the representative from the OUNC and the OUNC will be sponsoring Fred Corona's attendance at the meeting.

It was noted that the Joint States Meeting will be held the first week of October 2018 in Vancouver Washington.

Old business: Ryan Sandhu reported on the Ad-hoc committee meeting regarding additional questions being added to the locate request intake information and included on the locate form. After much discussion it was decided the put this item on hold until the next Board Meeting.

New Business: Nate Rivera handed out an outline of Executive Director hiring schedule (See ATTACHMENT 1). There would be four OUNC Board Members on the selection committee with the four Board Members being chosen at the next Board Meeting. Kitty Davis will provide technical assistance, booking rooms, etc. Scott Clement made a motion for the OUNC Board to move forward with the selection process as outlined and with the selection committee being comprised of four OUNC Board Members. Fred Corona seconded the motion. [Vote record 08-08-18-06](#)

Good of the Order: Joyce Nelsen questioned if the Board wants to continue to have a full breakfast available before each Board Meeting, especially at meetings held closer to the Portland area. It was decided to hold this topic for discussion at the next Board Meeting.

Nate Rivera will inform Kitty Davis and make sure all Board Members are made aware that the September 12, 2018 meeting date will be changed from a day of Committee Meetings to a full OUNC Board Meeting. The next Board Meeting will be held at Clackamas Community College in Wilsonville.

Meeting Adjourned.

**Voting Record
Motion 08-8-18-01**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 08-8-18-02**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 08-8-18-03**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 08-8-18-04**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
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Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 08-8-18-05**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8

**Voting Record
Motion 08-8-18-06**

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	N P	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	N P	Johnny Sapp ODOT	N P	Mitch Burghlea Cable TV
Y	Ryan Sandhu Special Districts	N P	John Norrena Public Utility Districts	N P	Scott Gallegos OUCC	N P	Tim Smith Cities Population <25K
	Open Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Telecom Cooperatives
	Open Railroads		Open Contractors				

Summary

Yes = 8

No = 0

Not Present = 8



