

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Clackamas Community College Wilsonville Training Center – Room 210, 29353 SW Town Center – Loop E,
Wilsonville OR, 97070, September 12, 2018

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

O	Nathan Rivera Municipal Electric	X	Chris Grissom Natural Gas Distribution	X	Micah Brown NULCA	X	Lori Koho OPUC
O	Shannon Potter Telecom >50K Access Lines	X	Nathan Taylor Excavators	X	Genece MacKay Regulated Electric	O	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 Burghlelea Cable TV
X	Ryan Sandhu Special Districts	X	John Norrena Public Utility Districts	X	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, Kitty Davis – OUNC Administrative and Outreach Coordinator, Dawn Hickson – OUCC & Clackamas County, Ron Stenger – DirectLink, John Eckis – Stayton Co-op Telephone, Jim Brenneke – PGE, Kyle Sutton – Loy Clark.

Introductions: Scott Gallegos welcomed everyone to the meeting and introductions were completed.

Adopt Previous Board Meeting Minutes: Joyce Nelsen moved to accept the August 2018 meeting minutes as corrected. Scott Clement seconded the motion. Vote record 09-12-18-01.

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that OCC is still looking into the creation of the interactive calendar that can be used in determining when a ticket needs to be placed and what the Work to Begin date will be. Greg will try to have an update for the next Board Meeting.

The request to add the link for Utiliquest's Enhanced Positive Response (ERP) has been submitted to the OCC Systems Division.

All Board Members had previously been emailed copies of the August 2018 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for August was 31,254 which is up 4.43% over 2017. The ITIC percentage for August was 62.12%. The incoming ITIC Mobile total for August 2018 was 372, which is up from 89 in 2017. The Average Speed of Answer (ASA) was 41 seconds for August 2018.

OUNC Billing & Aging Report: Greg Snyder reported that the per ticket price went up in July 2018. However, as the price increase is tied to the Consumer Price Index which does not come out until August 2018, the ticket price increase was retroactively applied to July's tickets and show as a line item on the August Billing Summary as in past years.

All Board Members were previously emailed copies of the billing reports and the aging reports for August 2018.

Treasurer Report: Joyce Nelsen: Joyce Nelsen reviewed the OUNC Balance Sheet, Profit and Loss Detail and Profit and Loss Budget Performance for August 2018. Scott Clement made a motion to accept the Treasurers Report as submitted. Mitch Burghlea seconded the motion. **Vote record 09-12-18-02.**

Board of Directors Officer's Reports:

Chair's Report: Nate Rivera. No report

Vice Chair Report: Scott Gallegos – No report

Treasurer Report: Joyce Nelsen – Joyce reported that she has sent in the yearly report on any uncollectable amounts that had been written off by the Board.

Secretary Report: Ryan Sandhu – No report

PUC Representative Report: Lori Koho – Lori reported that she would submit the yearly DAS report regarding any paid employees, out of state travel, and agency property.

Executive Session: None

Committee Reports:

Budget and Audit Committee: Joyce Nelsen: Joyce went over the preliminary budget for 2019.

Contracts Committee: Shannon Potter: No report.

Damage Reporting/Dirt: Lori Koho: Lori reported that there had been 6 complaints filed since she last reported.

There was discussion on the Work To Begin Date (WTBD) that appears on tickets. After much discussion Lori Koho made a motion to change the Work To Begin Date on tickets to be as follows: Routine ticket = 48 hours – nothing sooner or later. Pre-Survey = 10 days – nothing sooner or later, Emergency = right away or current date and time – nothing sooner or later. Any special request would be noted in the “Remarks” field. Nathan Taylor seconded the motion. **Vote record 09-12-18-03**

During a discussion on the DIRT system, Scott Gallegos asked how the Board felt about moving towards mandatory damage reporting. Lori Koho noted that she would like to try working with the CGA DIRT Administrators to see if access to DIRT can be made easier before making damage reporting mandatory.

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown: Micah reported that he is working with the OCC Creative Team on the design for the updated Standards Manual.

Micah provided an OAR Committee Proposed Revision Timeline 2019. (SEE ATTACHMENT 1)

The OAR changes are ready to go to the Department of Justice then need to be sent out for public notice within 30 days.

Scott Clement made a motion to submit the OAR change document and the financial impact statement for the 30-day public notice. Joyce Nelsen seconded the motion. The vote was tabled until after lunch to allow time for all Board Members to review the documents.

Micah advised that it would cost approximately \$9,400 to print 20,000 new Standards Manuals.

Policy & Procedures Committee: Johnny Sapp – Johnny advised that the Committee met this morning. They are working on a draft of changes to this living document.

Johnny asked if the Board Resolutions were tracked separately and yes, Kitty Davis tracks the Board Resolutions.

The Committee will try to meet again before the next Board Meeting.

Publicity Committee: Fred Corona: Kitty Davis noted that the attendance at the 3 Hillsboro Hops Baseball games the OUNC sponsored was approximately 3,500 per game. Also that she and Fred Corona had met with Ann Sargent with Alpha media regarding possible radio advertising.

Johnny Sapp noted that the John Rattzenberger videos are a hit.

There was also discussion on getting equipment rental companies to provide more 811 information.

Enforcement: Lori Koho: The Committee met on 8/15/18 and discussed what the PUC could do and what the OUNC Board can do. They identified that there needs to be an understanding on what was in place in the past and how they got to where enforcement is at now.

The process is still being worked on.

Lori thought that the Board might need to look for a new chair for the committee, as she tends to see issues from the PUC point of view. She would stay on as a committee member but feels that the committee should start creating something that works for both the Board and the PUC.

There was discussion on the costs associated with the complaint intake and investigation and if the Board picks up those costs.

The committee should develop an enforcement process to determine when and how a complaint is handed off to the PUC.

Oregon Administrative Rules (OAR'S) & Tariff: PART II - After lunch the Board revisited the motion tabled earlier which was: Scott Clement made a motion to submit the OAR change document and the financial impact statement for the 30-day public notice. Joyce Nelsen seconded the motion.

Vote record 09-12-18-04

Training and Education Committee: Mitch Burghlea: Mitch noted that the contract with Bob and UPA to provide locator training is expiring at the end of 2018. The committee would like to extend the contract for one year. The contract provides for two, one-year extensions. After discussion Micah brown made a motion to extend the contract with UPA for one year through 2019. Johnny Sapp seconded the motion. Vote record 09-12-18-05.

Mitch advised that the committee would like to schedule one Excavator Safety Training class in 2019 and that they would like the OUNC Board pay travel expenses for Clint Kalfell to attend the next OUNC Board Meeting to give his presentation on this subject. Micah Brown Moved to approve up to \$1,000 to have Clint travel to Oregon to give his presentation on Excavation Safety. Geneece MacKay seconded the motion. Vote record 09-12-18-06.

Mitch reported, that due to the focus on other matters and time constraints of the OUNC Board, the committee recommends the OUNC have the next Oregon Utility Safety Summit (OUSS) in 2020 instead of 2019. After discussion Mitch will take this recommendation back to the committee to discuss the possibility of holding the OUSS later in the year in 2019 as an option.

Membership: Lori Koho: Lori reported that nothing is moving on the new appointments to the OUNC Board. She suggests each person waiting for the Governors approval to contact the Governors Representative directly to see if that gets anything going.

Nathan Taylor told the Board that he has moved to a new position and is now works for the Association Of General Contractors or AGC. He feels his new position still qualifies him to hold his current Board Position and asked if the Board agrees. No one raised any concerns.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos. Scott reported that the OUCC had a meeting last month and will be holding it's next meeting in October in Pendleton.

Executive Coordinator Committee: Shannon Potter. Nate Rivera had previously suggested a three-person committee and requested that Ryan Sandhu chair the committee with Nate Rivera and Scott Gallegos providing oversight.

Lori Koho would like to see the job posting and announcement and see where the posts will be placed. Scott Gallegos will email with Lori Koho, Nate Rivera and Ryan Sandhu to open that discussion.

Nathan Taylor, Micah Brown and Lori Koho are all interested in being on the committee.

Ryan Sandhu brought up a concern as Shannon Potter is still on the existing Executive Coordinator Committee. Scott Gallegos will coordinate information to move forward in the process.

National Industry News: NULCA, CGA, Open Discussion: The One Call Concepts (OCC) Users Group Meeting will be held September 25 – 27, 2018. Since Nathan Taylor will not be attending this year, OCC will sponsor Fred Corona's attendance at the meeting as OCC's guest from the OUNC Board.

Old business: Greg Snyder provided information on members that have the \$500 limit on ticket costs per year.

There was discusssion on adding three questions to the Locate Intake Request Form that help define the digging method and type of excavator. This discussion was carried over from last months meeting. After discussion Ryan Sandhu made a motion to have OCC add the three questions to the Locate Intake Request Form. Nathan Taylor seconded the motion. **Vote record 09-12-18-07**

It was decided that information was needed from Nate Rivera to discuss the OUNC strategic planning.

The resultss of the OUNC Board of Directors election are as follows:

Chair = Scott Gallegos
Vice Chair = Nathan Taylor
Treasurer = Joyce Nelsen
Secretary = Ryan Sandhu

New Business: No report

Good of the Order: The Joint States Meeting (Oregon, Washington, Montana, Idaho, and Alaska) will be held October 2-4 in Vancouver Washington.

Chris Grissom asked about the rules for hiring an Executive Director. Lori Koho advised it probably should go through an HR group, the Department of Justice, and / or an employment law group. Chris volunteered to be on this committee.

Jim Brenneke with PGE brought up an issue where a homeowner believed that the first locator to show up would mark all utility lines. He asked if there should be something that explains that there could be more than one locator that comes out to a site to mark lines and if something should be added to the call center scripts. After discussion Greg Snyder will bring copies of the recorded messages callers hear as well as copies of the email messages they receive with their ticket information to the next meeting and the topic will receive further discussion.

Lori Koho moved to adjourn the meeting. Johnny Sapp seconded the motion. **Vote record 09-12-18-08**

Meeting Adjourned.

**Voting Record
Motion 09-12-18-01**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	John Norrena Public Utility Districts	Y	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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 09-12-18-02**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	John Norrena Public Utility Districts	Y	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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 09-12-18-03**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	John Norrena Public Utility Districts	Y	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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 09-12-18-04**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	Y	John Norrena Public Utility Districts	Y	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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 09-12-18-05**

N P	Nathan Rivera Municipal Electric	A	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	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 = 10

No = 0

Not Present = 5

Abstain = 1

**Voting Record
Motion 09-12-18-06**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	P	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	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 = 10

No = 0

Not Present = 5

Present = 1

**Voting Record
Motion 09-12-18-07**

N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	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	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 = 11

No = 0

Not Present = 5

**Voting Record
Motion 09-12-18-08**

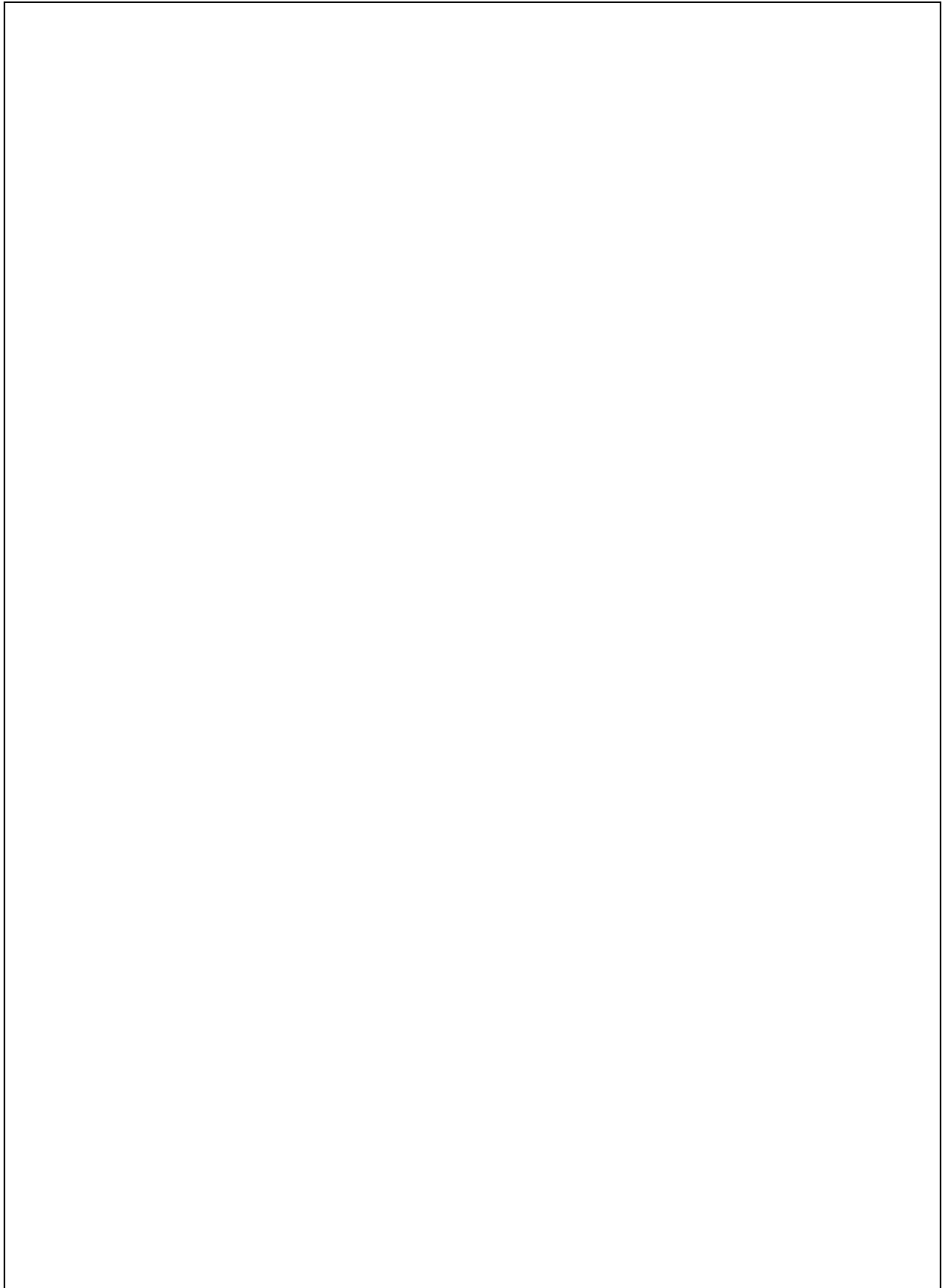
N P	Nathan Rivera Municipal Electric	Y	Chris Grissom Natural Gas Distribution	Y	Micah Brown NULCA	Y	Lori Koho OPUC
N P	Shannon Potter Telecom >50K Access Lines	Y	Nathan Taylor Excavators	Y	Geneece MacKay Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Joyce Nelsen Regulated Telecom <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	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 = 11

No = 0

Not Present = 5



ATTACHMENT 1

OAR Committee Proposed Revision Timeline 2019

September Board Meeting: September, 12 2018

- Present draft notice filing for 30 day public notice
 - Receive motion to move forward with September filing In lieu of DOJ Review
- Present new manual Design

September Committee Meeting: TBD

- Review Standard Manual bids
 - Move to present to board
- Review final changes for Standards Manual
 - Revise complaint process
 - Move to present to board

October Board Meeting: October, 10 2018

- Present manual draft to board
 - Get motion to move forward with Standards Manual changes and final draft
- Present Standards Manual bid
 - Get motion for bid and print budget

November Board Meeting: November, 14 2018

- Present Final Standards Manual for 2019 revision
 - Receive Motion to file OAR's with Secretary of State with an effective date of January 1st 2019
 - Receive motion to send final revision to print