



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Ave. Ste 300

Portland, OR 97220-4170

503-232-1987

877-668-4001



## **Oregon Utility Notification Center Committee Meetings**

**DATE:** Wednesday September 13, 2017

**TIME:** 9:00 am – 11:00 am

**LOCATION:** OPUC – Main Hearing Room

Beardsley Building

201 High St. SE

Salem, Oregon 97301

Committee meetings start at 9:00 am. Multiple committees meet concurrently. See below for the specific meeting time for each committee. Committee specific agendas are included as well.

- |                                     |                     |
|-------------------------------------|---------------------|
| 1. Policy and Procedures Committee  | 9:00 am to 11:00 am |
| 2. Publicity Committee              | 9:00 am to 11:00 am |
| 3. Training and Education Committee | 9:00 am to 11:00 am |
| 4. Lunch                            | 11:00 am to Noon    |
| 5. Damage Reporting/DIRT Committee  | Noon to 2:00 pm     |
| 6. Executive Director Committee     | Noon to 2:00 pm     |
| 7. OAR and Tariff Committee         | 2:00 pm to 4:00 pm  |
| 8. Budget and Audit                 | 2:00 pm to 4:00 pm  |



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**  
305 NE 102<sup>nd</sup> Avenue, Suite 300  
Portland, OR 97220-4170  
(503) 232-1987

## **Oregon Utility Notification Center Policy and Procedure Committee Meeting**

DATE: Wednesday September 13, 2017  
TIME: 9:00 am – 11:00 am  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301

### A G E N D A

1. 9:00 am Call to Order
2. Announcements and Introductions
  - a. Announcements and Guest sign-in
  - b. Review/approve and/ or amend prior Meeting Minutes from 7/12/17
  - c. Chair – Statement
3. Old Business:
  - a. Review action items from 7/12/17 P&P Committee meeting (highlighted in meeting minutes)
  - b. Review items from Attachment 1.
4. New Business: See Attachment 1
5. For the Good of the Order
6. Next meeting: December 13, 2017 – Wilsonville Training Center, Room 210

# Policy and Procedure Committee Meeting – Attachment 1

Here are the **old business** issues that need to be addressed in the future:

1. Org Chart updated to reflect current Board and Committees.
2. Records Management (5.1), updated/refined; consider basing it on OAR 166-350-0005 through 166-350-0010.
  - a. Archive and store copies of the Draft P&P Manual for reference.
  - b. Ensure access to files/copies of Board Resolutions is preserved and accessible online.
  - c. Ensure access to files/copies of the By-laws.
  - d. Service Tariff for Subscribers to the Oregon Utility Notification Center information/copies. The committee believes this information should be available somewhere especially for prospective members.
  - e. Link to OAR: <https://www.oregon.gov/das/Policies/107-001-020.pdf>
3. Consider modifying or removing paragraph 1 of Section 6.0 (page 20, re: “...Unlawful Harassment...”); currently under review by DOJ.
4. Zero-Discrimination Policy (2.1) updated and in line with State of Oregon rule and law.
5. Review Committees, names, and “Statements of Purpose”.
6. Consider moving the section “Policy for Adding or Removing Seats on the Oregon Utility Notification Center Board of Directors (currently section 1.11) to 1.3.7 (or 1.8, Stakeholders); take into consideration that 1.3 is loosely based on Bylaws Article II, is this the appropriate location for 1.11?
7. Consider updating/refining “Acquisition Policy for Goods and Services” (4.2). Specifically address last sentence “...compliance with federal, state and local laws.”; it may be possible to address this issue by following/linking to the appropriate/related DAS policy.

Here are the **new business** issues that we need to address in the future (from the OUNC Board Meeting of 8/9/17:

1. Does the P&P Committee need to address how the Board deals with Facility Operators that are no longer locating their utilities? For example, where a facility operator has gone out of business or is not responsive in some way.
  - a. Involve the local UCC?
  - b. Who’s going to locate?
  - c. Who’s the “new” owner?
  - d. Maintaining records, maps, drawings, etc? Where’s the line?
  - e. Who’s responsible for these?
2. Is OUNC in line with Oregon Transparency? For example: Procurement, public records management and requests, website... is it something that needs to be addressed in P&P?  
<http://www.oregon.gov/transparency/Pages/index.aspx>
3. Per Lori K: Refer to and modify 1.13.2 “...copyright officer to administer **the agency’s** ~~our~~ **company’s** copyright policy. ~~The Chair can help you determine whether a work is covered by our Copyright and how to handle any special copyright issues.”~~
4. Per Lori K: typo 1.13.3 “...Center expects **its** ~~it’s~~ Board members...”



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**  
305 NE 102<sup>nd</sup> Avenue, Suite 300  
Portland, OR 97220-4170  
(503) 232-1987

## **Oregon Utility Notification Center Publicity Committee Meeting**

DATE: Wednesday September 13, 2017  
TIME: 9:00 am – 11:00 am  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301

### A G E N D A

1. 9:00 am Call to Order
2. Announcements and Introductions
  - a. Guest sign-in
  - b. Review/approve and/or amend 7/12/2017 meeting minutes
  - c. Chair – Statement
3. Old Business
  - a. Ayn Sargent / Alpha Media
4. New Business
  - a. 2017 Budget – Year to Date
  - b. Items for rest of year
  - c. 2018 Budget – Sponsorships, Advertising, Etc
5. For the Good of the Order
6. Next Meeting – TBD



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Avenue, Suite 300

Portland, OR 97220-4170

(503) 232-1987

Toll Free (877) 866-4011

## **Oregon Utility Notification Center Training and Education Committee Meeting**

DATE: Wednesday September 13, 2017

TIME: 9:00 am – 11:00 am

LOCATION: OPUC – Main Hearing Room

Beardsley Building

201 High St. SE

Salem, Oregon 97301

### A G E N D A

1. 9:00 am Call to Order
2. Announcements and Introductions
  - a. Guest sign-in
  - b. Review/approve and/or amend prior meeting minutes
  - c. Chair – Statement
3. Old Business -
  - a. Oregon Utility Safety Summit 2018 update
4. New Business
5. For the Good of the Order-
6. Next Meeting – TBD



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Ave., Ste. 300

Portland, Oregon 97220-4170

(503) 232-1987

Toll Free (877) 866-4011

## **Oregon Utility Notification Center Damage Reporting Committee Meeting Notice**

DATE: Wednesday September 13, 2017  
TIME: Noon to 2:00 pm  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301

### A G E N D A

1. 12:00 pm - Call to Order
2. Announcements and Introductions
  - a. Guest sign-in
  - b. Review/approve and/or amend prior meeting minutes
  - c. Chair – Statement
3. Old Business
4. New Business
5. For the Good of the Order
6. Next Meeting - TBD



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Ave., Ste. 300

Portland, Oregon 97220-4170

(503) 232-1987

Toll Free (877) 866-4011

## **Oregon Utility Notification Center Executive Director Committee Meeting Notice**

DATE: Wednesday, September 13, 2017  
TIME: Noon to 2:00 pm  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301  
CALL IN #: 1-866-789-8819 #3276688

### A G E N D A

1. 12:00 pm – Call to Order
2. Announcements and Introductions
  - a. Guest sign-in
  - b. Review/approve and/or amend 6/14/2017 meeting minutes
  - c. Chair – Statement
3. Old Business
4. New Business
  - a. Develop Goal Statement
  - b. Develop Detailed Timeline/Meeting Schedule to Meet May 1, 2018 Start Date
5. For the Good of the Order
6. Next Meeting - TBD



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Ave., Ste. 300

Portland, Oregon 97220-4170

(503) 232-1987

Toll Free (877) 866-4011

## **Oregon Utility Notification Center OAR and Tariff Committee Meeting Notice**

DATE: Wednesday September 13, 2017  
TIME: 2:00 pm to 4:00 pm  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301

### A G E N D A

1. 2:00 pm – Call to Order
2. Announcements and Introductions
  - a. Guest sign-in
  - b. Review/approve and/or amend prior meeting minutes
  - c. Chair – Statement
3. OAR Committee Items
  - a. Reasonable Accuracy Zone (Excavation Tolerance)
    - i. Discuss the need for FAQ to address depth conflict
  - b. Due Date Exemption
    - i. Revisit and discuss the possibility of placing this in rule per Board's request
4. Old Business
5. New Business
  - a. Discuss need to include large project language for pre-survey tickets.
6. For the Good of the Order
7. Next Meeting - TBD

8.



# Oregon

Kate Brown, Governor

**Oregon Utility Notification Center**

305 NE 102<sup>nd</sup> Ave., Ste. 300

Portland, Oregon 97220-4170

(503) 232-1987

Toll Free (877) 866-4011

## **Oregon Utility Notification Center Budget and Audit Committee Meeting Notice**

DATE: Wednesday September 13, 2017  
TIME: 2:00 pm to 4:00 pm  
LOCATION: OPUC – Main Hearing Room  
Beardsley Building  
201 High St. SE  
Salem, Oregon 97301

### A G E N D A

1. 2:00pm Call to Order
2. Announcements and Introductions
  - d. Guest sign-in
  - e. Review/approve and/or amend prior meeting minutes from 2-08-17
3. Old Business
4. New Business
  - a. 2018 Budget
5. For the Good of the Order
6. Next meeting: TBD