

OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, August 10, 2005, -- Monroe, OR

Welcome, introductions and announcements: Rick Welsh (board chair) greeted all in attendance.

Adopt Previous Board Meeting Minutes: July minutes were approved as amended.

Open Testimony: Lyle Schellenberg - Maintaining marks in white paint: Lyle opposes proposal of maintaining locate marks with white paint. This defeats the purpose of the APWA national standard for marking out proposed work site in white, and the confusion it can cause. Lyle recommends that there be no language change to the OAR. Maintaining marks in white is not a law – it is a recommended practice. He further recommends that marks be maintained in the original manner, or color, in which they were put down. He also suggests that FAQ's in the standards manual reflect OAR's and not opinion. Distinguish between law and recommended practice. (see written testimony)

Steve Dukart (Duke Construction) – Maintaining marks in white paint: Steve submitted letter from NUCA and gave testimony of his opposition to contractors maintaining locate marks in white.

Greg Miller (AGC) – Maintaining marks in white paint: Greg stated that AGC is adamantly opposed to contractors maintaining locate marks in white due to safety concerns.

Terry DeForrest (AGC) – Maintaining marks in white paint: Previous background in safety enforcement for OSHA. Terry gave examples of issues with locate marks and accidents caused when contractors from out of state came to Oregon and become confused over what the white marks mean.

Gary Hyatt (NW Natural) – Maintaining marks in white paint: Gary gave example of large contractor who maintained their locate marks in white on a 7,000ft main job. Contractors who maintain locate marks in white are to include their Company logo in doing so. Locates can be maintained with white paint or offset stakes, and has been found to be successful.

Kelly Mulholland (City of Portland) – Maintaining marks in white paint: Kelly presented history of white painted designating the proposed ditch line. He points out that, according to the manual, the maintenance of marks means the ability to reestablish or identify original locate marks. Maintaining marks is recommended to be done with white offset marks, not necessarily the APWA standard colors. Contractors should not be using colored paint to mark utilities that aren't theirs.

John Osborn (ODOT) – Maintaining marks in white paint: Questions why five other states, without apparent issue, have already moved towards maintaining locate marks in white prior to Oregon.

OUNC OPERATIONS REPORT: Debbie Curl provided copies of the operations report to all board members present for the month of July. Incoming calls for the month were 17,428. Outgoing tickets were 126,938. Total number of subscribers: 956.

Average seconds to answer (ASA) for July was 53.

Question was asked to have Frank explain how net changes are calculated.

Debbie went over the billing summary for July. Total revenue for the month was \$125,419.80.

Rick Welsh brought up issue with Kansas taking calls over the weekend. Evidently, they had a “function” and the switch did not get flipped. This was an issue over a period of approximately three hours where calls were not answered. If anyone has any feedback – contact Frank.

Rick Welsh reported that contract expired June 30, 2005. There is a two year extension provision in place that has already been used. There is yet another one year extension option available. John Osborn suggested committee work on another contract. Need to involve Dept. of Justice in order to legally continue to pay for services provided by One Call. Michael Thompson will follow up. Motion was passed to authorize existing committee to allow increases for services provided. (Gary, Kelly, Rick & Michael will meet to discuss.)

Treasurer Report: Greg Linden reporting. A copy of the YTD Profit & Loss report showing the transactions for the month was provided to the board. A report showing the actual versus budgeted was also given to the Board. A report showing OUNC Account Balances was provided to the Board.

Greg motioned to adjust budget for P&A – Promo Materials. Greg motioned that remainder of “other” (\$29,875) be moved into Promo Materials. Motion passed.

Discussion on who is ordering how many promotional litter bags and what items they contain. Where is the control - and what has gone where?

Michael motioned that Fines & Penalty dollars (\$11,100) also be moved to P&A. Motion passed.

Whit suggested economics facilitator to meet with P&E committee to come up with realistic budget amount. Keep it separate from board meeting in order to devote time and effort specifically to this topic. Another suggestion was to forgo committee reports and focus on P&E budget for the duration of one monthly meeting.

Chair’s Report: Nothing to report.

Old Business: 90-day trail for 24 hour ITIC entry is underway.

Kelly & Michael will initiate meeting with the City of Portland regarding lack of locates on sewer mains and laterals.

Michael reported that he drafted a letter to SRCA Water Company, and sent a draft of the annual report to the appropriate government representatives. Make this report a part of the minutes for that month.

Michael ordered blank business cards for the Call Center (void of a person’s name).

Committee Reports:

Contracts/RFP, Gary Hyatt & Kelly Mulholland: Kelly spoke on general performance of ASA reports and whether ITIC would result in staff reduction. Bottom line is reduction of cost per ITIC results in payment in itself. Michael suggested committee put together a baseline in order to track performance to insure contractual criteria are being met. Possibly reevaluate and simplify report – clarify subjective information within the report.

OAR’s /Rules, Rick Welsh: Michael will review OAR rule change process.

Budget & Audit, Darrin Lane/Greg Linden: Greg will make adjustments as previously mentioned.

Publicity & Education, Kelly Mulholland: Kelly passed around prototype for new Standards Manual. Discussed RFP marketing strategies and tactics. Everyone is doing a good job in regard to staying on line. OUNC logo – where are we with capturing what the board is trying to accomplish? Suggested a possible contest or have everyone bring an idea to the next board meeting. He hasn't heard the outcome of the embroidering issue for clothing.

Speakers Group, Kevin Stephens. No report.

Membership & Tariff, Michael Thompson. Michael reported that they are right where they were last month. Gary Hyatt is still waiting on his renewal application.

Enforcement Committee, Michael Thompson. There are five or six pending for September.

OUCR Report, Gary Hyatt. Next meeting is September 8, 2005 in Coos Bay at the Red Lion from 8am – 12pm. The next OUNC meeting is at Salem Electric on September 14, 2005. Lunch will be provided.

Right of way issues, Michael Thompson. No report.

Website committee, Darrin Lane. Larry motioned we get rid of the message board portion of the web site. Jody will follow up. Michael has received questions in the past, but it has been a while since he's received any.

Special Services, Kevin Stephen. Spreadsheet submitted on training statistics.

Nomination Committee, Michael Thompson. Need to make nominations this meeting as elections are scheduled for next meeting. Chairman: Rick Welsh, Kevin Stephens -- Vice-Chair: Gary Hyatt, Kevin Stephens -- Treasurer: John Osborn, Darrin Lane, Kevin Stephens -- Secretary: Whit Patrick, Kevin Stephens. Send other nominations to michael.thompson@state.or.us.

CGA, Rick Welsh. – There is a lot of activity going on. The “811” campaign is ready to be kicked off. Still a great deal of discussion on who will pay costs associated with implementation of the number. A possible one time ten cent charge per customer to help with implementation costs. Rick passed around brochure that discusses the best practices for locating and operator responsibility. On the table is a recommended best practice for locators.

NULCA, Rick Welsh. – Just had a board meeting last week in Atlanta at the Locate Rodeo. They are struggling with membership. All the big players are on board, it's the smaller ones needing a boost.

New Business:

Gary spoke of APWA's request for a One Call liaison from OUNC Board. He will also provide report next month on the details on color codes for maintaining locate marks.

Kelly will get price breakdown for printing of Standards Manuals in English and Spanish and combined.

Rick reported on branding of the Call Center and transfer of tickets.

Administrative assistants and discussion of possible duties to assign to them.

Looking for a minimum of 40 regional contestants for a NW Regional Locate Rodeo. Oregon will have first priority. Sponsors are already committing. The date is June 24, 2006.

Rick will send out email and compile responses on board member's thoughts on responsibility and priority of the board.

Michael discussed possible web based reporting of damages and contest to encourage participation. Should reporting of damages be mandatory?

Good of the Order:

Nothing