

OREGON UTILITY NOTIFICATION CENTER  
BOARD OF DIRECTORS

Meeting Minutes, February 9, 2005, PGE Technical/Corporate University Campus, Wilsonville Or

**Welcome, introductions, and announcements:** Rick Welsh (Chair) greeted all in attendance.

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

**Open Testimony:** Byron Perry, from Oregon Bridge Delivery Partners distributed the state bridge delivery program – project bundle information sheets. Discussion took place about the bridge projects.

James Phelps with Sprint was pleased to report that 74% of the locate requests sent to Sprint for Oregon are dispatched. Oregon is in the top 10 percentile in the US for the least amount over notifications. Also, Oregon is approximately half of the cost.

**OUNC OPERATIONS REPORT:** Debbie Curl provided copies of the operations report to all board members present for the month of January. Incoming calls for the month were 17,351. Outgoing tickets were 103,356. Total number of subscribers: 953.

Average seconds to answer (ASA) for January was 24.

Debbie went over the billing summary for January. Total revenue for the month was \$103,284.30.

Debbie presented three letters to the Board. The first one was from Suburban East Salem Water District. In the letter Bruce Camine is requesting credit for tickets they were notified on. Rick Welsh will call Bruce to discuss this with him.

The second letter was from Rodlun Road Water System. The letter stated they no longer have any pipeline in the public right of way. They would like to discontinue their membership with the OUNC. Kelly Mulholland will call Ralph Clinton of Rodlun Road Water System to discuss this with him.

The third letter was from Surfwood Villa Homeowners Association. They are requesting credits for tickets they feel are out of their area. The Board instructed Debbie to plot out their database and indicate the ticket locations on the map for the next board meeting.

**Treasurer Report:** (Greg Linden) - A copy of the transaction by date 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.

**A motion was made and carried to accept the treasurer's report.**

Greg read a letter from the PUC regarding 2004 Oregon Utility Notification Center annual review. The letter indicates no irregularities or recommendations for changes in process or systems.

A motion was made and carried to provide \$1000.00 to all utility coordinating councils that qualify by meeting the requirements to receive these monies, up to a total maximum amount of \$17,000.00.

**Chair's Report:**

Rick Welsh presented a book for first responders for gas and electric emergencies. Rick will email the cost of the book and information on when the publisher (Red Hat Publishing) will be in Richland WA.

## **Old Business:**

Gary reported the RAA's are now available on Microsoft word. Kelly Mulholland reported that he has a conference call to finalize the ITIC hold harmless agreement for municipalities. Discussion took place regarding the sending of locate request via email.

## **Committee Reports:**

**Contracts/RFP**, Gary Hyatt: Kelly Mulholland – A motion was made and carried to allow the committee to post an extension to the support services RFP deadline to March 1<sup>st</sup>. Anita Floyd agreed to write the letter of extension for the website. The Board will review RFP responses next month.

**OAR's /Rules**, Rick Welsh: Gary Hyatt reporting. The process of adopting the rules continues. There will be a meeting at NW Natural's Portland office on February 15<sup>th</sup>. They are close to a final draft to present to the Board.

**Budget & Audit**, Darrin Lane/Greg Linden: Nothing to report.

**Publicity & Education**, Kelly Mulholland/Gary Hyatt – The translation of the standards manual should be in February 14<sup>th</sup> for the Board's review. The GOSH conference is February 28<sup>th</sup>, March 1<sup>st</sup>, and March 2<sup>nd</sup>. Yard sign graphics were distributed for the Board's review. 500 yard signs will be purchased. On February 8<sup>th</sup> the locate rodeo flyers requesting nominations by March 16<sup>th</sup> were sent out.

**Speakers Group**, Gary Hyatt reporting.

**Membership & Tariff**, Michael Thompson. Jim Howarth agreed to follow up on a replacement for the open seat representing contractors.

**Enforcement Committee**, Michael Thompson. Anita Floyd - No hearings are scheduled for February.

**OUCC Report**, Gary Hyatt. Next meeting is March 10<sup>th</sup>. May 19<sup>th</sup> the OUCC will be having a meeting of all the local UCC presidents in Bend. The purpose of the meeting is to make long-range goals for the UCC's statewide.

**Right of way issues**, Michael Thompson. No report.

**Website committee**, Darrin Lane. All committee chairs should send committee members changes/information to Darrin to be posted on the website. Committee chairs are requested to complete a mission statement

**Special Services**, Kevin Stevens/Anita Floyd. Requests for training should be directed to Anita or Kevin.

**Nomination Committee**, Michael Thompson. Nothing to report.

**CGA**, Rick Welsh. Rick reported three digit dialing is moving forward. Rick distributed a handout of best practices for locating and marking guidelines.

**NULCA**, Rick Welsh. – nothing to report.

**New Business:**

Discussion took place regarding the RAA process and the concern there maybe a double standard for public entities in this process. Whit Patrick and John Osborn will draft a letter to the Attorney General to request a review of the fine rules for private vs. public entities. The draft will be presented at the next board meeting.

Discussion took place regarding the cutoff time for ITIC. The topic was tabled at this time.

**Good of the Order:**

The strategic planning meeting will be on May 10<sup>th</sup> and 11<sup>th</sup> in Medford. A motion was made and carried to invite Jennifer Webster as the facilitator for the meeting on the 10<sup>th</sup>. Anita will contact Jennifer to see if she is available.