

FINAL
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, January 13, 2010, OUNC, Portland, OR

Welcome, Introductions and Announcements: Jennifer Carter welcomed all in attendance.

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

<input type="radio"/>	Larry D. Ferguson Natural Gas Transmission	<input checked="" type="radio"/>	Kevin Stephens Investor Owned Electric Companies	<input type="radio"/>	Dan Harris OUCC	<input checked="" type="radio"/>	Don Patterson Natural Gas Utility Companies
<input checked="" type="radio"/>	Anita Floyd Telecom >50K	<input type="radio"/>	Russell Thomas Cities <25K	<input type="radio"/>	Jim Elam Counties	<input checked="" type="radio"/>	Paul Titus People's Utility Districts
<input type="radio"/>	Brian Greene Telecom >25K	<input type="radio"/>	Mark Mitchell Cities >25K	<input checked="" type="radio"/>	Dick Fenske ODOT	<input type="radio"/>	Michael Thompson PUC
<input checked="" type="radio"/>	Michael Jacobs SDAO	<input type="radio"/>	Open Cable TV	<input checked="" type="radio"/>	Richard Welsh NULCA	<input type="radio"/>	Open Contractors
<input type="radio"/>	David Shaw Oregon Rural Elec. Coop.	<input checked="" type="radio"/>	Jennifer Carter Excavators	<input checked="" type="radio"/>	Ron Stinger Telephone Cooperatives	<input checked="" type="radio"/>	Phil Baker Telcom Damage Prevention

Others in attendance were: Jarrod Morrison, PGE, Frank Planton, OCC.

Adopt Previous Board Meeting Minutes: December minutes were approved with changes.

Open Testimony: none

OUNC Operations Report: Frank Planton provided copies of the operations report to all board members present for the month of December. Incoming calls for the month was 14,091. Outgoing tickets were 84,081. Total number of subscribers: 965.

Average seconds to answer (ASA) for December was 7.

Frank went over the billing summary for December. Total revenue for the month was \$20,030.62.

Frank went over the information that the Board requested regarding the impact of the ticket delivery surcharges that have become effective January 1st. The executive committee will be looking at what they will be proposing for tariff changes and then make contact with Michael Thompson on the process going forward.

Treasurer Report: Rick Welsh provided a report on the activity of associated with the checks written for the month. A balance sheet was provided to the Board electronically. A copy of the YTD Profit & Loss report showing the transactions for the month had been emailed to the Board.

Rick will be working with the Bookkeeping company on some questions he has regarding the reporting information.

A motion was made to cancel the Boards Qwest teleconference service and to use another service provider. Motion 01-13-10-01. The motion passed unanimously.

Chair's Report:

Jennifer went over the calendar for Board meetings this year. There are a couple of dates that will need to be confirmed at a later meeting.

Old Business:

Committee Reports:

Contracts/RFP: Kevin Stephens; The committee will be putting together RFP's for the vendors that the Board is currently using. An example would be the contract for the supplier of promotional materials.

OAR's/Rules: Rick Welsh; Nothing to report.

Manual review committee: Larry Ferguson; Nothing to report.

Budget & Audit: Rick provided the Board with a copy of the budget for 2010. There was an additional \$102,000.00 left over in the budget. **A motion was made to move \$75,000.00 to P&E and the remainder of the funds to the OCC operations line item. Motion 01/13/10/02. The Motion was passed unanimously.**

Publicity & Education: Anita Floyd, Kevin Stephens; Things have been quiet. Anita has gotten some recent request for handouts. She has a process that she is following on balancing the inventory of promotional items so that items are available throughout the year. Next years calendar orders will be handled differently so that there are more controls in place. The next meeting is scheduled for January 28th at 10 A.M. in Wilsonville. The executive committee will be working on replacing Kim to handle the administrative functions of the Board.

Membership & Tariff: Michael Thompson; The executive committee will be meeting on the proposed new tariff.

Enforcement Committee: Michael Thompson; No hearings are scheduled at this time. There was a lot of discussion regarding the processes in place for RAA and the lack of entities filing RAA's.

OUCC Report: Dan Harris. Nothing to report.

Locate Rodeo/Locator Training: Open. Nothing to report.

Website committee: Kevin Stephens, Michael Thompson; Kevin reported that the Board information should be up dated to make sure that it is up to date. Changes are usually posted within 24 hours.

Special Services: Kevin Stephens/Anita Floyd; Kevin asked Kim to put together all of the stats for training sessions for 2009.

Nomination Committee: Michael Thompson. Nothing to report.

CGA: Rick Welsh; Rick sent out to the Board the latest CGA new's letter put out by the CGA. They are looking to continue to promote Dirt reporting system and enhance its operations. Rick reported on other committees that have been meeting as part of the CGA. Meetings will be held in March in San Diego. Rick also sent out the most recent updated best practices that have been approved.

NULCA: Rick Welsh; Nothing to report.

Bylaw Committee: Kevin Stephens; Kevin reported that there will be an ongoing process for updating the Bylaw's. The committee has had a meeting and has started the process.

New Business:

Good of the Order:

Jennifer presented Kevin Stephens with a plaque thanking him for his continuing support and service as the Chair of the Board for 2007, 2008 and 2009. Rick Welsh presented Gary Hyatt with a plaque from the Board thanking him for his many years of efforts, support, offices and committee positions held from 1995 to 2009.

Gary Hyatt reported on the Joint States meeting being held in Tacoma WA in September 14th through the 16th.

Paul reported at the Hood River UCC meeting the council put together a ten minute DVD video on excavation safety and how to call for locates.

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VOTE RECORD 2010 MEETING

Motion number

01-13-10-01

	Larry D. Ferguson Natural Gas Transmission	Y	Kevin Stephens Investor Owned Electric Companies		Dan Harris OUCC	Y	Don Patterson Natural Gas Utility Companies
Y	Anita Floyd Telecom >50K		Russel Thomas Cities <25K		Jim Elan Counties	Y	Paul Titus People's Utility Districts
	Brian Greene Telecom >25K		Mark Mitchell Cities >25K	Y	Dick Fenske ODOT		Michael Thompson PUC
Y	Michael Jacobs SDAO		Open Cable TV	Y	Richard Welsh NULCA		OPEN Contractors
	David Shaw Oregon Rural Elec. Coop	Y	Jennifer Carter Excavators	Y	Ron Stinger Telephone Cooperatives	Y	Phil Baker Telcom Damage Prevention

Summary:

Yes 10

No 0

A motion was made to move \$75,000.00 to P&E and the remainder of the funds to the OCC operations line item. Motion 01/13/10/02. The Motion was passed unanimously.

VOTE RECORD 2010 MEETING

Motion number

01-13-10-02

	Larry D. Ferguson Natural Gas Transmission	Y	Kevin Stephens Investor Owned Electric Companies		Dan Harris OUCC	Y	Don Patterson Natural Gas Utility Companies
Y	Anita Floyd Telecom >50K		Russel Thomas Cities <25K		Jim Elan Counties	Y	Paul Titus People's Utility Districts
	Brian Greene Telecom >25K		Mark Mitchell Cities >25K	Y	Dick Fenske ODOT		Michael Thompson PUC
Y	Michael Jacobs SDAO		Open Cable TV	Y	Richard Welsh NULCA		OPEN Contractors
	David Shaw Oregon Rural Elec. Coop	Y	Jennifer Carter Excavators	Y	Ron Stinger Telephone Cooperatives	Y	Phil Baker Telcom Damage Prevention

Summary:

Yes 10

No 0