

**FINAL**  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**

Meeting Minutes, April 13, 2011, Portland, OR

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

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

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

Others in attendance were: Frank Planton, OCC, Adam Franco, OCC, Laura Vineda, OUNC Admin. Assistant, Jarrod Morrison, PGE.

**Adopt Previous Board Meeting Minutes:** March minutes were approved as written.

**Open Testimony:** Ron Singh from ODOT addressed the Board regarding an issue/question regarding the requirements for calling for locates when driving stakes into the ground for survey purposes. Stakes include hubs, wooden stakes, and wooden lathes. The Board provided the opinion that anytime excavation exceeds the criteria of driving a lathes, hubs or wooden stake or any driving of metal stakes, or use of mechanical devices would required the entity to call for locates. The Board will review the issue of calling for locates when use of a shovel is being used to locate and identifying the location of property pins and get back to Ron.

**OUNC Operations Report:** Frank Planton provided copies of the operations report to all board members present for the month of March. Incoming calls for the month was 19,679. Outgoing tickets were 112,739. Total number of subscribers: 972.

Average seconds to answer (ASA) for March was 21.

Frank went over the billing summary for March. Total revenue for the month was \$26,148.61.

**Treasurer Report:** Rick Welsh provided a report on the activity 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. Jennifer gave a verbal report of the Emailed reports. Kevin Stevens gave a verbal report to the group as a whole on Ricks behalf.

**Chair's Report:**

## Old Business:

### Committee Reports:

**Contracts/RFP:** Kevin Stephens; The committee is working on the RFP for the advertising fulfillment function currently being handled by Pacific Marketing. A PDF copy of the one call contract will be emailed out to the Board.

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

**Manual review committee:** Larry Ferguson; Nothing to report.

**Budget & Audit:** Rick Welsh; Nothing more to report.

**Publicity & Education:** Anita Floyd. A verbal report was give to the board by Anita updating them on the current radio and TV spots running through the month of April throughout the state. The strategic planning session will be in May in Sun River. Anita reported on request that came through to the advertising committee for sponsorship for the equipment rodeo being conducted in Lagrande and Pendelton, Oregon.

**Membership & Tariff:** Michael Thompson; City of Portland has a candidate that is going through the process. There is hope on the verizon for filling the rail road position on the board.

**Enforcement Committee:** Michael Thompson; The last hearing were completed on March 11<sup>th</sup>. Michael reported on the cases that were heard.

**OUCC Report:** Dan Harris. Dan reported that the May meeting notice has gone out. Nine councils have received the incentive given by the Board. Michael asked about the status of the Damage reporting and how the state council is looking to promote its use.

**Locate Rodeo/Locator Training:** Ron Stenger. Locator training is scheduled for next week. They are looking at ways of automating the limit of registrations to be accepted. There is a waiting list of 14 people for the Sun River training.

**Website committee:** Michael Thompson; There has been lots of updates to the website. Michael reported on the need to submit update articles for the website. Locator training has brought a lot of people to the site. Gosh Conference pictures have been updated.

**Special Services:** Kevin Stephens; The number of training session has been updated.

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

**CGA:** Rick Welsh; Rick emailed out the CGA news letter to the Board.

**NULCA:** Rick Welsh;

**Bylaw Committee:** Kevin Stephens; The Bylaws will be posted on the website.

### New Business:

**Good of the Order:**

Don Patterson reported on the research he did on offering CEU's for training done by the board through CCC. The College has agreed to provide the credits as long as a curriculum is provided and approved to and by the College. Don asked if the Board wishes him to continue pursuing the process. The Board was in agreement to continue forward with the process.