

FINAL
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, August 10, 2011, 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

X	Larry D. Ferguson Natural Gas Transmission	O	Kevin Stephens Investor Owned Electric Companies	X	Dan Harris OUCC	X	Don Patterson Natural Gas Utility Companies
X	Anita Floyd Telecom >50K	O	Russell Thomas Cities <25K	X	Jim Elam Counties	O	Paul Titus People's Utility Districts
O	Brian Greene Telecom >25K	X	Matt Wales Cities >25K	X	Dick Fenske ODOT	O	Michael Thompson PUC
X	Michael Jacobs SDAO	X	Troy Rabe Cable TV	X	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, Laura Vineda, OUNC Admin. Assistant, Jarrod Morrison, PGE and Gary Hyatt, Northwest Natural.

Adopt Previous Board Meeting Minutes: July minutes were approved.

Open Testimony: None

OUNC Operations Report: Frank Planton provided copies of the operations report to all board members present for the month of July. Incoming calls for the month was 20,723. Outgoing tickets were 116,733. Total number of subscribers: 972.

Average seconds to answer (ASA) for July was 27.

Frank went over the billing summary for July. Total revenue for the month was \$21,220.07.

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.

Chair's Report:

Rooms for the Klamath Falls meeting need to be made by August 24th. Letters of appreciation are being written for Board members to share with their bosses.

Old Business:

Adam and Laura will take a look at the booth to review the need for repairing some of the pieces that are broken.

Ron Stenger recommended that the Board consider hosting another Regional Law update to be conducted sometime next year.

Committee Reports:

Contracts/RFP: Kevin Stephens; Nothing to report.

OAR's/Rules: Jennifer Carter; The next meeting will be held after today's Board meeting.

Manual review committee: Larry Ferguson; Nothing to report.

Budget & Audit: Rick Welsh; It was suggested that it is probably time to schedule another audit review.

Publicity & Education: Anita Floyd. The publishing software that was approved for purchase by the Board has been in fact purchased. Laura will be working on loading up the software and start working on the new brochure. Inventory is in good shape. Dan reported that the booth was set up at some events over the last couple of months and has provided Laura pictures from those events.

Membership & Tariff: Michael Thompson; Jennifer reported on the expiring and open Board seats.

Enforcement Committee: Michael Thompson; Jennifer reported on the last enforcement hearing. Two cases were heard.

OUCC Report: Dan Harris. Dan reported on the Joint States meeting planning. It is being set up for Seaside area. Once the location has been finalized a notice will be sent out and it will be added to the website. More information will be coming soon. Dan is working on ironing out issues with the Tax ID. Dan will not be at the next meeting in Klamath Falls but there will be representatives from the state council at the meeting.

Locate Rodeo/Locator Training: Ron Stenger. Phil reported that they have trained 195 people so far. **A motion was made for the Board to pay for one nights lodging for a two members to help set up the next training event in Medford. Motion 08-10-11-01**

Website committee: Michael Thompson; Nothing to report. Don asked if there has been any progress in getting some of the video's that were talked about at the strategic planning committee. This is something that will be followed up on.

Special Services: Kevin Stephens; Nothing to report.

Nomination Committee: Michael Thompson. Officers for the Board were elected for 2012. They are: Chairman, Jennifer Carter ;Vice Chairman, Tim O'Neill ;Secretary, Ron Stenger ;Treasurer, Troy Rabe.

CGA: Rick Welsh; Rick sent out a copy of the news letter to the Board.

NULCA: Rick Welsh; Nothing to report.

Bylaw Committee: Kevin Stephens. Nothing to report.

New Business:

A draft of the Financial Policy and Procedures Manual was handed out to the Board. This will be added to the website. There was discussion about transparency of this information and how the Board wanted to handle the information that will be contained in the document.

Good of the Order:

VOTE RECORD 2011 MEETING

08-10-11-01

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

Summary:

Yes 14

No 0

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