

DRAFT
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, July 13, 2011, Monroe, OR

Welcome, Introductions and Announcements: Jennifer Carter welcomed all in attendance. Matt Wales was introduced as the new representative for Cities greater than twenty five thousand.

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

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|---|---|---|---|---|---|---|--|
| O | Larry D. Ferguson Natural Gas Transmission | X | Kevin Stephens Investor Owned Electric Companies | O | Dan Harris OUCC | X | Don Patterson Natural Gas Utility Companies |
| X | Anita Floyd Telecom >50K | O | Russell Thomas Cities <25K | X | Jim Elam Counties | X | Paul Titus People's Utility Districts |
| X | Brian Greene Telecom >25K | X | Matt Wales Cities >25K | X | Dick Fenske ODOT | X | Michael Thompson PUC |
| O | 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 | O | Phil Baker Telcom Damage Prevention |

Others in attendance were: Frank Planton, Laura Vineda, OUNC Admin. Assistant, Jarrod Morrison, PGE, and Ron Singh, ODOT

Adopt Previous Board Meeting Minutes: June minutes were approved.

Open Testimony: Ron Singh from ODOT attended the meeting to carry on further discussion regarding qualifying questions revolving around probing for monument stakes, surveyors not needing to call for locates when placing wooden stakes and then also issues they have had with the responsiveness from members responding to design locates.

There was a great deal of further discussion regarding the driving of wooden stakes. Ron asked for a formal written change to the law to exclude the type of excavation that was being discussed. The Board was asked if they would support opening the law to change the definition of excavation to anything over twelve inches.

It was suggested that the OAR committee take this issue up for resolution. The Board will provide feedback to Ron. The OAR committee will be convened sometime over the next month to specifically talk about clarification of this issue. The issue of probing for monument stakes will also be discussed by the OAR committee as well.

OUNC Operations Report: Frank Planton provided copies of the operations report to all board members present for the month of June. Incoming calls for the month was 23,472. Outgoing tickets were 132,277. Total number of subscribers: 972.

Average seconds to answer (ASA) for June was 35.

Frank went over the billing summary for June. Total revenue for the month was \$22,552.51.

Frank reported on the information that he was able to get regarding setting up Laura as an independent hire for the Board. OCC works with an employment broker in cases like this. The fee to the Board for providing this service through OCC as the Boards current vendor of operations is \$31.50 per hour. A

motion was made and carried to use OCC to contract through the broker for these administrative services as part of the current contract with OCC. Motion 07-13-11-02.

Frank presented the Board with a letter from Alsea River Cable TV requesting the Board to wave two \$5 paper invoice charges (total of \$10). **A motion was made and passed to wave the two fees and credit their account the \$10 as requested. Motion 07-13-11-01.** In addition, Jennifer will write a letter to them explaining the RAA process and that the process will not handle damages, just compliance. Motion 1

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:
Old Business:**

Committee Reports:

Contracts/RFP: Kevin Stephens; Kevin reported that the services of Laura Venda will be set up through the Brokerage company that OCC uses for Contract personnel.

OAR's/Rules: Rick Welsh; none

Manual review committee: Larry Ferguson; Nothing to report.

Budget & Audit: Rick Welsh; Nothing to report.

Publicity & Education: Anita Floyd. Anita reported on the last meeting of the committee. A brochure is being developed by the committee to be used for Home shows and public events to be given out to the general public. **A motion was made and passed to purchase the software needed to produce the brochure. Motion 07-13-11-03.** Anita reported on the various cities that have contributed to the PSA program. It was asked if the Board can get a listing of the email addresses that are on file with OCC for delivery of the email invoices. Laura gave an update on the School age outreach kit that is being put together for use in the Schools. Michael reported on some advertising that is being looked at in the Kaiser Oregon area. **A motion made and passed to act on the advertising opportunity (allocating up to \$50,000 in funds) if it should become available prior to the next board meeting. Motion 07-13-11-04.**

Membership & Tariff: Michael Thompson; Phil will continue as the Board representative for Telecom damage prevention. The Railroad representative seat is still open.

Enforcement Committee: Michael Thompson; Next enforcement hearing are scheduled for July 19th at the PUC.

OUCR Report: Dan Harris. Jarrod has agreed to investigate how to get set up with a virtual dirt system for the state on behalf of the State OUCR. The joint states meeting will be held in September 2012 at the Ocean View hotel in Seaside Oregon.

Locate Rodeo/Locator Training: Ron Stenger. Ron reported on the next training session. There are lots of seats available. A free format message will be sent out through the center. Laura will contact Russ to see if he can put out an announcement to the APWA.

Website committee: Michael Thompson; A private Board only section will be added for Board use to the web site for reports etc. Articles are needed for the web site.

Special Services: Kevin Stephens; the report has not been update but will be for the next meeting.

Nomination Committee: Michael Thompson. Nominations were opened for officers for 2012. For Chair, Jennifer Carter and Don Patterson; Vice Chair, Don Patterson and Tim O'Neil; Secretary, Don Patterson and Ron Stenger; Treasurer, Michael Jacobs, Phil Baker and Troy Rabe.

CGA: Rick Welsh;

NULCA: Rick Welsh; Nothing to report.

Bylaw Committee: Kevin Stephens. The committee will be meeting next week Wednesday July 20th in the small conference room at the center, to get started on the policies manual.

New Business:

Good of the Order:

VOTE RECORD 2011 MEETING
Credit \$10 for paper invoice charges for
Alsea River Cable TV

07-13-11-01

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

Summary:

Yes 13

No 0

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Use OCC's employment broker and have OCC provide admin assistance through existing service contract

07-13-11-02

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|----------|---|----------|---|----------|---|----------|--|
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Summary:

Yes 13

No 0

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Purchase publishing software needed to develop printed outreach brochure.

07-13-11-03

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Summary:

Yes 13

No 0

Board to spend up to \$50,000 to secure advertising in the Kaiser area if proposed opportunity should become available to the OUNC

07-13-11-04

| | | | | | | | |
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Summary:

Yes 13

No 0

