

FINAL

**OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS**

Meeting Minutes, Utility Notification Center, Portland, OR, November 9, 2011

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 checked="" type="radio"/>	Jim Elam Counties	<input type="radio"/>	Paul Titus People's Utility Districts
<input type="radio"/>	Brian Greene Telecom >25K	<input type="radio"/>	Matt Wales Cities >25K	<input checked="" type="radio"/>	Dick Fenske ODOT	<input checked="" type="radio"/>	Michael Thompson PUC
<input checked="" type="radio"/>	Michael Jacobs SDAO	<input checked="" type="radio"/>	Troy Rabe Cable TV	<input checked="" type="radio"/>	Richard Welsh NULCA	<input type="radio"/>	Tim O'Neil Contractors
<input type="radio"/>	David Shaw Oregon Rural Elec. Coop.	<input type="radio"/>	Jennifer Carter Excavators	<input checked="" type="radio"/>	Ron Stenger Telephone Cooperatives	<input checked="" type="radio"/>	Phil Baker Telcom Damage Prevention

Others in attendance were: Adam Franco, Jarrod Morrison, Eliel Jaimes, and Laura Venida.

Adopt Previous Board Meeting Minutes: The November meeting minutes were approved with the following corrections: Tim O'Neil was present. Change NULKA to NULCA in the Membership and Tariff section.

Open Testimony: None

OUNC Operations Report: Adam Franco provided copies of the operations report to all board members present for the month of October. The Incoming ticket total for the month was 20,115. The Incoming YTD was 203,009. The Outgoing ticket total was 115,307. The Outgoing YTD was 1,158,108. The Total number of subscribers increased to 976.

The Average Speed of Answer (ASA) for October was 40 seconds.

Adam went over the billing summary for September. Total revenue for the month was \$19,563.79.

Adam provided the board with a copy of the Aging Report. Adam explained that the overdue amount listed for Qwest of 14,773.50 was the result of an accounting error (check made out to OUNC instead of OCC) and that this would be resolved. No action is necessary. Butch from Pine Ridge Pump made contact with Adam and will be sending a check for \$397.68. As a result Pine Ridge Pump will not be billed back to the board. Alemga Cable was billed back to the Board on the November bill.

Adam reviewed a conversation he had with David Crider with Cascade Water District. David had written a letter to Jennifer Carter and copied the Governor's office. Copies were handed out at the meeting. Adam addressed David's concerns and was able to get David back online and receiving tickets. A full summary of Adam and David's conversation was sent to Jennifer for response to David and to the Governor's office.

Treasurer Report: Rick welsh reviewed in detail the OUNC balance sheet, the asset detail, and the profit and loss budget performance. Rick pointed out that we will need to work on next year's budget. Anita will be sharing budget information from the P and E meeting. Kevin moved to accept the Financial Report as is, Michael second the motion. Vote record 1.

Anita asked if we received any of the \$12,500 from last year's media share. Rick reported that \$5,000 was received from North West natural.

Rick pointed out that the credit account in Kevin's name will need to be changed over and that the names on the OUNC accounts will need to be changed. A secure Credit Card was recommended so that no board member is personally liable for the credit account. Rick mentioned that the points earned using the credit card are worth around \$1,100 to \$1,500 each year. We will continue using the existing card until a new one is issued. The names on the Sterling and Riverview accounts will need to be changed. OPUC website access will need to be changed as well.

President's Report: Jennifer: Jennifer and Don attended the One Call Concepts Technology Meeting in St. Louis Missouri. They discussed the use of outside maps with import and drop down menus. Don mentioned that OCC demonstrated progressive thinking with their plans for future processes. They were involved in round table sessions and were able to get their questions addressed. Don went on a ride-along with gas operator in MO. The highest ranking fire fighter who was a survivor of the twin tower attacks was a speaker at the event. Don and Jennifer both said that it was a good experience overall.

Rick brought up the Insurance payment. The DAS payment for the general liability insurance was returned because they didn't know what it was for. It has already been sent back in.

Anita mentioned that she had received writ of garnishment sent to the board with no addressee. This came as a result of the tax issues that have been being dealt with in regards to Laura's employment relationship with the board. Anita addressed the issue and it should be resolved at this point.

BREAK

Old Business:

Committee Reports:

Contracts/RFP: Kevin Stephens; Kevin has signed some confidentiality agreements with a couple of different companies who will be providing copies of their RFPs to help us put together an RFP for a marketing vendor.

Locate Rodeo/Locator Training: Ron Stenger. Ron reviewed the schedule for the upcoming locator training.

Jennifer reviewed the proposed second draft for the schedule for 2012 meetings. September's meeting will be at the joint states meeting. June was changed from the 6th to the 13th. March should be the 14th. NOV should be the 14th. Laura will create third draft

Membership & Tariff: Michael Thompson; There is a lot going on. Several applications for appointment have been delivered. A letter was received from PGE. It is there turn to hold the seat for

Investor owned Electric Utilities. Jared was floated and has filled out all of the paperwork. For the NULCA position, Horris McGahe has applied. The nomination was received for telecoms less than 50,000. It is Joyce E Neilson Roome telecommunications. All three apps have been turned into the Governor's office. Phil Baker has agreed to stay on for another term. Counties will be turning in there proposal. No response has been received from the Electric Coops. All railroad leads have turned into non leads. Anyone who has any railroad leads should get the contact info to Michael.

Publicity & Education: Anita Floyd.

Eliel Jaimes gave a presentation proposing that the OUNC board contract with him to provide social media services. Eliel would like to setup and maintain an OUNC Facebook page, Flickr account, You Tube account, and Twitter account. He would also like to create original videos and photos for the OUNC's use.

Anita requested a P and E meeting on December 6th and 9am. The location is to be determined. Jared will check on availability of space and email Laura. Phil will be heading the Landscape show.

Anita met with the Disney rep and received three proposals.

\$7,500, 811 putt-putt, color matching on stage, 75 commercials, tile add in April, cut outs of Dialer and Digby.

\$10,000, all above plus Disney will produce the OUNC brochure.

\$18,000, all above plus online ad on all three websites statewide.

The Disney events are primarily in metro area. 15 of the stage shows are outside of metro area as well. The tile ad reaches the same areas the radio station reaches.

Anita suggested the \$10,000 package for the added creative design of the brochure.

Kevin moved to allow the P and E committee to move forward with the \$10,000 package. Phil seconded the motion. Vote record 2. Michael pointed out that this was not an increase in the budget.

Michael reported on the Kaiser water tank. The plan has made it through the city council and the council accepted it. They requested a rendering of the finished product. Anita will work with Jay to create a rendering of the final product for Kaiser.

Jennifer presented Rick Welsh an award and plaque as a thank you for his service to the OUNC.

Anita brought up the Landscape show in the 30th of November. Laura negotiated for a better rate on the booth.

Reusable grocery bags were discussed at the P and E meeting as a new promotional item. Anita checked out the bags they had at Home Depot for a possible partnership, but did not think they would work for what was planned.

Further discussion was had on the Dig law classes and Mad Mob/Town Hall meetings. The plan was for a couple hours after the board meeting. We will need to investigate what the costs would be? We discussed having a planned meeting with content, followed with an open forum for questions. It was recommended that we allow anonymous questions. Anita brought up using the email address collected by the One Call Center to send out a broadcast to let excavators know about the meetings.

Ron suggested April in Wilsonville. Anita said we should be able to put something together by February. We will need to contact locations to find out what the size and availability is for rooms.

Anita brought up the current status of the trade show booth. The booth is in a state of disrepair. Anita is researching options for replacement. She mentioned possibly purchasing ½ a dozen tabletop displays and providing them to the local councils.

Anita reported that we have another opportunity for an interview with Lars Larson coming up in April. At the December meeting we will need to discuss the plans for our radio advertising going forward.

Kevin requested access to the quarterly reports showing the cost of all items and the costs for the P and E committee. Kevin stated that the board needs access to this data.

Break for lunch.

OAR's/Rules: Jennifer Carter; committee has not met yet. They will try to meet soon. We are researching the current definition of excavation. James provided an edited version of a proposed FAQ in response to ODOT questions. A meeting was planned for November 29th at Jenifer's office. Michael reiterated the need to prevent having exemptions in the law.

Enforcement Committee: Michael Thompson; Enforcement hearing is being planned for 8:30am on Friday the 18th at the PUC building on the second floor in the small hearings room. 3 - 5 cases are scheduled to be heard. Don talked about members serving on the panel. This is something to look at for the first part of next year.

Jared asked for a summary of the RAAs with names redacted for the councils who are interested in trending and knowing what is happening.

Don asked if we have been keeping records for precedence from the RAA process. Michael said that it is stated at the beginning of the meeting that there will not be any records kept. The meetings are not formal hearings and it has been positive as is. The orders that have been issued and the outcome can be seen on the PUC website.

Budget and Audit: Jenifer; We need to have a budget and audit meeting. Anita recommended adding this to the P and E meeting.

OUCS Report: Dan Harris; Jared reported that they are collecting the financial data and consolidating the data to file for nonprofit status. Kevin brought up the idea of contacting members based on the call center database to recruit members to the local UCCs.

Website committee: Michael Thompson; New flash slide show is online and the website looks good. If anyone has any new content for the website please share it.

Special Services: Kevin Stephens; Make sure that you continue to get your monthly reports in for your training since this data is the sole source for Michaels reporting to the Governor.

Nomination Committee: Michael Thompson; The nomination committee is in place and the work is done.

Policies and procedures: Kevin Stephens. They met and went through the first section. When finished will have a very usable document to work through and use for everyone on board. Kevin estimates that this will be completed the first quarter of 2012.

CGA: Jenifer reviewed the CGA update that was sent out and the top causes listed for damage reported by DIRT.

NULCA: Rick Welsh; no report

Bylaw Committee: Kevin Stephens.

Old business: Anita brought up tracking down emergency locates that are filed in violation to the law. She recommended that we hire a contractor through the One Call Center to review emergencies and go out into the field to identify false emergency locates. She would like this person to identify the worst offenders and file RAAs. We would need to investigate costs and what it would take and how this would be accomplished. Don recommended the use of research into these issues to identify groups for education and outreach. After identifying the areas for education, spend the money on the education process. Michael pointed out that we need to be careful not to stretch over into the realm of enforcement and focus on damage prevention. This would be a good topic for the town hall meetings. Kevin brought up that we need to weigh the Costs Vs the benefits. It does not impact the costs of the board. We should encourage the facilities to file RAAs.

New Business:

The Calendars are in.

Good of the Order: