

FINAL
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, Hamleys Steak House, Pendleton, OR

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	O	Kevin Stephens Investor Owned Electric Companies	X	Dan Harris OUCC	X	Don Patterson Natural Gas Utility Companies
O	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	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	O	Phil Baker Telcom Damage Prevention

Others in attendance were: Adam Franco, Jarrod Morrison, Tim Simmons and Laura Venida.

Adopt Previous Board Meeting Minutes: September minutes were approved.

Open Testimony: None

OUNC Operations Report: Adam Franco provided copies of the operations report to all board members present for the month of September. The Incoming ticket total for the month was 20,701. The Incoming YTD was 182,894. The Outgoing ticket total was 118,290. The Outgoing YTD was 1,042,801. The Total number of subscribers remains at 972.

Average seconds to answer (ASA) for September was 40.

Adam went over the billing summary for September. Total revenue for the month was \$19,388.01.

Adam provided the board with a copy of the Aging Report. There were two companies that are being billed back to the OUNC board as a result of non-payment. They are Pine Ridge Pump and Alemga Cable. Pine Ridge Pump is currently online. It was decided that they should be left online until the matter can be resolved. Jennifer recommended sending Shannon to contact Pine Ridge Pump.

Adam announced the ITIC initiative taking place at the call center. The call center is now asking every contractor who calls for locates if they are interested in registering for ITIC.

Jennifer announced that she, Don and Larry will be attending the Technology meeting in St. Louis.

Treasurer Report: Jennifer gave a verbal report reviewing, in detail, the Balance sheet, the balance sheet asset detail, and the Profit and Loss Budget Performance. Jennifer pointed out that One Call Concepts now pays Laura and the OUNC pays One Call Concepts. Michael explained that Sue Hyatt (enforcement) is paid for by a grant from the Federal Government to the Office of pipeline safety and the Oregon Public Utility Commission.

Jennifer explained that there is no entry in the Federal Grants section of the Budget on the Profit and Loss document because the amount that will be received is not known in advance.

Jenifer explained that the Publicity and Advertising budget is listed at 126.76% as a result of unpaid matching contributions from PGE and NWN, because an invoice was never sent. This is being rectified right now.

Don asked if matching funds from local councils had been received for radio advertising. Anita was not in attendance so this will have to be reviewed at a future meeting.

Hard copies of the OUNC Balance Sheet Asset Detail, OUNC Balance Sheet, and the OUNC Profit and Loss Budget Performance were provided to all present.

Phil made a motion to accept the financial report as is, Don seconded the motion. All in favor. Passed.
VOTE RECORD 1.

President's Report: Jennifer reviewed the proposed schedule for 2012. Laura explained the details for the Salishan Resort. June was selected as the month for the Salishan meeting. Laura will negotiate pricing with Salishan.

Need to find out the details for the OUCC will discuss in December.

Locations for the upcoming meetings were discuss and adjusted. Laura will recreate the new proposed schedule.

Old Business:

Committee Reports:

Contracts/RFP: Kevin Stephens; Nothing to report.

Budget & Audit:

Jenifer and Michael will be meeting to discuss.

Publicity & Education: Anita Floyd.

Jenifer gave a report of information provided by Anita. She explained that P and E was over budget due to the matching funds not being received from the counsels. As mentioned earlier this is being resolved. Laura reported that she is still working on the brochure for Home owners.

Mike Thompson reported that the Keiser sign has had a setback. The contact he was working with has left the company. His boss is taking over and hopefully this will be ready for review in about a week and ready for approval in 30 days.

Ron Stenger brought up an idea to have Policy seminar/excavator training targeting operators and excavators. A 4 – 6 hour scheduled course for 30 – 35 people was discussed. Jenifer suggested a shorter period closer to four hours. Comments on back of questionnaires have asked for “more training on the manual” Ron will plan some curriculum and next month we can start with the next step in getting a regular meeting setup.

Michael discussed the “angry mob” type forum possibly quarterly following the meeting locations. Will bring up at the P and E meeting and go from there.

OUCC Report: Dan Harris; There was a conference call to discuss the state meeting. The state meeting is planned for Tuesday the 17th through the twentieth. Program ideas are being worked on by Frank, Gary, and Dan. The meeting location will be the Seaside Best Western. Gary is looking to get more vendors. Trying to get something on the website early January. The OUNC board will need to have a meeting which will be posted publicly. Don pointed out that we will need to make sure we have space available at meeting for other boards to have individual meetings. Dan pointed out that the convention center is close by. Laura confirmed there is not enough space at the meeting location for the other meetings. Laura will be visiting the actual location to identify available space.

Membership & Tariff: Michael Thompson; Brian green is reaching the end of his term. An application was received. Richard Welsh's (NULCA) position is also coming up the middle of next month. Horris McGahe has applied. Kevin Steven's Electric Company's position ends the middle of November.

Website committee: Michael Thompson; Michael is attempting to get the logo video from the John Deere site for the website. Got a link from John Deere to use on the website but it is not working at the moment.

Locate Rodeo/Locator Training: Ron Stenger. Reviewed data from Locator training handouts. Average attendance is 30. Budget/cost was \$1200. Reviewed full budget, costs, and revenue. Michael Thompson asked if input has been shared with Staking U. Laura confirmed we have shared the data.

Special Services: Kevin Stephens; Nothing to report.

OAR's/Rules: Jennifer Carter;

Michael had a suggestion for how to handle stakes and James reported Michael's notes stating that the board was not responsible for addressing this type of concern but that we must also be careful that we don't impede the functions of contractors. Michael explained that we don't want to create a rule for one specific group but we need to address the issue. He said it is not the board's primary job to create exceptions and there are not a lot of reasons to change the rules. He explained that it is our job to prevent damage to underground lines and this is not an issue on the damage side of things. There was continued discussion on the topic.

Don Patterson – brought to attention page 19 in our standards manual. It discusses an excavator using offset markings. Why are we discussing excavator responsibilities in a section that addresses operator's responsibilities? Michael said this has been there since day one. This will be reviewed at the OAR meeting.

Nomination Committee: Michael Thompson; Jennifer pointed out that Kevin is currently on three committees and this will need to be addressed when his term ends.

Enforcement Committee: Michael Thompson; There is an enforcement Meeting on Friday and they are working on a second bigger meeting. Starting at 9 am PUC office in Salem – Jennifer reminded everyone these are open to anyone who would like to attend. There are 5 RAAs to be heard.

Policies and procedures: Kevin Stephens. No report. Laura passed out the draft she created.

CGA: Don announced CGA meeting in Las Vegas at the Rio hotel.
NWCGA – Jared and Adam discussed the recent NWCGA meeting in Portland.

NULCA: Rick Welsh; Nothing to report.

Bylaw Committee: Kevin Stephens. Nothing to report.

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New Business:

Good of the Order:

Next month's meeting will be back in Portland, then the next in Spirit Mountain.

VOTE RECORD 1

10-12-11-01

	Larry D. Ferguson Natural Gas Transmission		Kevin Stephens Investor Owned Electric Companies	Y	Dan Harris OUCC	Y	Don Patterson Natural Gas Utility Companies
	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	Y	Michael Thompson PUC
Y	Michael Jacobs SDAO	Y	Troy Rabe Cable TV		Richard Welsh NULCA		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 10
 No 0