DRAFT Meeting Minutes September 21, 2023

OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS

Meeting available on Zoom

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

	OUCC	X	Micah Brown NULCA	Р	Scott Crosby Regulated Telecom <50K Access Lines	X	Andy Crocker Special Districts
х	Nathan Rivera Municipal Electric	x	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	Р	Alba Dawn Vogland Counties
	Cities Population <25K	X	Lee Tumminello Cities Population >25K		ODOT	X	Mitch Burghelea Cable TV
x	Kevin Hennessey OPUC		Telecom Cooperatives	X	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
x	Paul Schmidt Contractors	x	Brewster Whitmire Electric Cooperatives	x	Dale Bromaghin Interstate Natural Gas Pipeline	P	Megan Moore Public Utility Districts
							Open Railroads

Others in attendance were: Josh Thomas - OUNC Executive Director, Kitty O'Keefe – OUNC Executive Assistant and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd-One Call Concepts, Lynn Detering- ODOT, Brian Logsdon- OCC, Ryon Kershner- Roseburg Sanitary, Jason Williams- NW Natural, Jake Gilbertson- NW Natural, Robbie West- City of Klamath Falls, Lynn Detering- ODOT, Garry Black- Philomath, KC Chumachenko- Locating Inc. Garrin Bott- Oregon Telephone Corp, Heide Caswell- OPUC

Introductions: Melanie welcomed everyone to the meeting and introductions were completed.

Safety Moment – Paul Schmidt- Paul shared an example of a large, night time, job site that experienced several utility strikes due to missed locates as well as DUI related vehicle accidents. He shared the great expense related to the downtime related to these damages. He also noted that not a single MARKED utility line was damaged on this job.

Paul also shared that there was an instance of complacency on a job site that resulted in the loss of a finger.

Adopt Previous Board Meeting Minutes: Jessica Epley moved to accept the June minutes as presented, Connor Toney seconded. vote record 9-21-23-01

Open Testimony:

OUNC Operations Report: Scott Gallegos

August 2023 Highlights

Incoming

Tickets

33,704 Up 2.71% from Aug 2022

Down 3.21% YTD from 2022

Outgoing **Tickets**

178,504 Down 1.01% from Aug 2022

Down 6.31% YTD from 2022

In/Out Ratio

5.32 5.50 Aug 2022

ITIC Tickets % ITIC

> 25,053 74.33% of total locates

70.73% in Aug of 2022

OUNC Billing & Aging Report: The Board has been emailed copies of the billing reports for the current month.

Melanie asked if the agenda items related to billing and aging need to stay on the agenda and it was determined that it could be removed and brought up as necessary.

Scott shared with the board that they might see some of the direct release ITIC users having to go through the ticket review process again to ensure quality and accuracy.

Brian Logsdon shared some updates to OCC's ITIC outreach.

Kevin asked if there was a way to determine which tools are being used in NXT (radius, parcel, other etc...)

Nate asked if the issue of faxing tickets out is being addressed.

Melanie is asking OCC to share with the board the number of outbound faxes going out, whether they are combined with electronic tickets and what it would take to turn off outbound faxes.

Scott shared an update on the positive response campaign that has been running since April. Discussion followed.

Melanie asked for a report of companies not signed up for positive response and why? Micah went on to as what is the percent of tickets that have positive response, what is the volume of responses by the larger operators.

Treasurer Report: Alba Vogland- Alba and Josh updated the board on the current treasurer's report.

- Revenue and expenditures are on pace to meet budget
- 2024 budget process has begun and would like to get the draft in front of the board now in hopes of getting it finished in a timely manner

Nate Rivera moved to accept the June-August treasurer and financial reports, Jessica Epley seconded. vote record 9-21-23-02

Nate Rivera moved to Approve \$63,000 in proposed changes to 2023 budget to cover costs of arrears for PERS and salary liability, and authorize use of up to \$50,000 in reserve funds to cover shortfall only if necessary, Jessica Epley seconded. vote record 9-21-23-03

Nate Rivera moved to Approve transfer of full balance of Umpqua account #04992736173e to the state Local Government Investment Program and closure of the Umpqua account, Jessica Epley seconded. vote record 9-21-23-04

Jessica Epley moved to have the Budget and audit committee look at tariff as compared to the budget, Lee Tumminello seconded. vote record 9-21-23-05

Roard of Directors Officer's Reports

Board of Directors Officer's Reports:

Chair's Report: Melanie Lewis –Melanie shared about the changes to the public meetings law, Josh updated the board on how to submit ideas through the concept submission forms

Melanie reminded the board that all board discussions need to happen during board meetings and should be avoided outside of that.

Melanie suggested an optional call between board meetings on the third Thursdays of the month. This will be informational only, but will be noticed as a public meeting. Topics to be covered will be financials, staff report/action items, Executive Committee issues/calendar updates, and Q&A...this will be brief and succinct.

Josh will look into this and report back in December.

Discussion went on around the logistics/legality of this kind of meeting. Some concerns were brought up around the need to create a quorum.

Nate suggested considering a bi monthly meeting schedule.

Josh shared his findings from his board survey. He spoke about the qualitative and quantitative findings as well as priorities of the board members. Josh shared that there are more comments and ongoing discussions in the Issue Summary.

Josh thanked everyone for their commitment to the process and their obvious passion.

Lee asked if the approved strategic plan should be amended based on the survey findings.

Dale asked Josh how the in-person excavator training is being notified. Kitty replied that it is distributed through a free format message through the call center as well as on line.

Dale also asked if the in-person training is promoted in Spanish. Kitty noted that the online version is offered in Spanish.

Melanie brought up the question of continuing with quarterly meetings or move to a bi monthly schedule. Discussion followed. The board will continue to meet quarterly and reevaluate at a later time.

Vice Chair Report: Jaimie Lemke – Nothing to report

Treasurer Report: Alba Vogland – Nothing to report

Secretary Report: Lee Tumminello- Nothing to report

PUC Representative Report: Kevin Hennessey – Kevin shared some updates to the board regarding the PUC's enforcement efforts.

OUNC Staff report: Josh Thomas and Kitty O'Keefe- Josh updated the board on upcoming and ongoing events

- Josh shared that the Governer's office is moving the new positions forward.
- The Board is in good standing with all of their reporting requirements
- Budget process is underway
- Several excavator training classes are scheduled throughout the state

Nate Rivera moved to increase remote communications stipend from \$60-\$100 per month effective immediately, Jessica Epley seconded. vote record 9-21-23-06

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Jessica Epley- OAR committee has not met since the last meeting. There are several items in the rule making process and an OAR meeting will be schedule once more progress has been made.

Publicity Committee: Scott Crosby –

Josh said that this committee is seeking a new chair in case anyone is interesting

Josh has added reports for Alpha and Royle media to the board report.

Budget Audit and Tariff Committee: Alba Vogland- The committee has met since the last meeting.

Josh shared the proposed budget. Current and draft year budgets are in the board packet.

Jessica Epley moved to add the words "or audit" to 3.8.1 in the Policy and Procedures Manual as proposed in Issue Summary #23-00031, Nate Rivera seconded. vote record 9-21-23-07

Nate Rivera moved to authorize the elimination of finance charges assessed for late payments to the notification center and to forgive existing unpaid finance charges and related interest, Brewster Whitmore seconded. vote record 9-21-23-08

Training and Education Committee: Mitch Burghelea – Mitch shared that the online excavator training is still going strong, as well as the in-person training Josh is doing. All of these trainings are on the web site.

Josh shared some updates on some videos that are being created in partnership with NW Natural that would cover topics that are relevant to excavation safety.

Policy and Procedures Committee: Jessica Epley – Jessica shared that there has met twice since the last meeting.

Jessica Epley moved to remove language "but not less than two" from OUNC Policy and Procedures Manual, section 1.4. Micah Brown seconded. vote record 9-21-23-09

Jessica Epley moved to change OUNC Bylaws Article II, section 2 to say: "A quorum shall be defined as no less than 7 members, per ORS 757.547 (3). Andy Crocker seconded. vote record 9-21-23-10

Jessica Epley moved that the proposed language in OUNC Issue Summary #23-09-0030 be added as section 1.1.1 to the Policy and Procedures Manual addressing the eligibility of current or prospective members who reside outside of Oregon. Nate Rivera seconded. vote record 9-21-23-11

Jessica Epley moved to refer consideration of surplus property disposition to the Policy and Procedures Committee. Mitch Burghelea seconded. vote record 9-21-23-12

Jessica Epley moved to refer consideration of paid time off consideration to the Policy and Procedures Committee. Nate Rivera seconded. vote record 9-21-23-13

Jessica Epley moved to refer consideration of referral of board business and related policy considerations to the Policy and Procedures Committee. Mitch Burghelea seconded. 9-21-23-14

Notification Boundaries Committee: Kevin Hennessy- Nothing to report at this time.

Data and Research Committee: Lee Tumminella – Josh ran through the current DIRT report issue summary.

Oregon Utilities Coordinating Council (OUCC) Report: Alba Vogland (Interim Chair)-Alba updated the board on the current meeting.

Local UCCs updated the board on current spendings.

Scott reported that the OUCC has committed \$15,000 to an Alpha Media campaign to run starting as soon as possible and will cover the underserved areas of the state.

National Industry News: NULCA, CGA, Open Discussion:

Frank updated the board on the upcoming OCC Users Group meeting coming up next week.

Josh mentioned the American Certified Locator Program, which will be rolling out soon.

Old business:

Josh thanked the Board members who have recently re applied for their positions

New Business:

Melanie shared that nominations for the Board Executive team will be handled remotely. Kitty will send out ballots for nominations followed by elections.

Good of the Order:

Kitty shared the proposed 2024 meeting schedule. January- Portland April- Hood River July- Lincoln City October- Eugene

Jessica Epley made a motion to accept the proposed board meeting schedule. Mitch Burghelea seconded the motion. vote record 9-21-23-15

Nate wanted to acknowledge staff for all of the work they are doing.

Mitch Burghelea made a motion to adjourn the meeting. Jessica Epley seconded the motion. 9-21-23-16

Meeting Adjourned.

Voting Record Motion 9-21-23-01

							Andy Crocker
	OUCC	Y	Micah Brown NULCA	Υ	Scott Crosby Regulated Telecom <50K Access Lines	Y	Special Districts
Y	Nathan Rivera Municipal Electric	Υ	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K		ODOT	Y	Mitch Burghelea Cable TV
Υ	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	Υ	Jessica Epley Telecom >50K Access Lines
Υ	Paul Schmidt Contractors	Υ	Brewster Whitmire Electric Cooperatives	Υ	Dale Bromaghin Interstate Natural Gas Pipeline	Υ	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-02

	oucc	Y	Micah Brown NULCA	ΝP	Scott Crosby Regulated Telecom <50K Access Lines	Υ	Andy Crocker Special Districts
Υ	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Υ	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	ΝP	Johnny Sapp ODOT	Y	Mitch Burghelea Cable TV
Υ	Kevin Hennessy OPUC		Telecom Cooperatives	Υ	Connor Toney Excavators	Υ	Jessica Epley Telecom >50K Access Lines
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Υ	Megan Moore Public Utility Districts
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Y	Paul Schmidt Contractors	Υ	Brewster Whitmire Electric Cooperatives	Υ	Dale Bromaghin Interstate Natural Gas Pipeline	Υ	Megan Moore Public Utility Districts			
							Open Railroads			

Summary- Yes = 16 No = 0 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-04

			Motion 9-21	-23-	V 1		
	oucc	Υ	Micah Brown NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Υ	Andy Crocker Special Districts
Υ	Nathan Rivera Municipal Electric	Υ	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties
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Y	Paul Schmidt Contractors	Υ	Brewster Whitmire Electric Cooperatives	Υ	Dale Bromaghin Interstate Natural Gas Pipeline	Υ	Megan Moore Public Utility Districts			
							Open Railroads			

Summary- Yes = 16 No = 0 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-06

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	oucc	Υ	Micah Brown NULCA	ΝP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
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							Open Railroads			

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Voting Record Motion 9-21-23-08

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	OUCC	Y	Micah Brown NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Υ	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties
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							Open Railroads			

Summary- Yes = 15 No = 1 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-10

	MOUON 9-21-25-10									
	oucc	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts			
Υ	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties			
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Summary- Yes = 15 No = 1 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-12

	WIOUIOH 9-21-25-12						
	OUCC	Υ	Micah Brown NULCA	Υ	Scott Crosby Regulated Telecom <50K Access Lines	Υ	Andy Crocker Special Districts
Υ	Nathan Rivera Municipal Electric	Υ	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties
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	WIOGION 7-21-25-15							
	oucc	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts	
Υ	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Υ	Alba Dawn Vogland Counties	
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							Open Railroads	

Summary- Yes = 15 No = 1 Not Present = 0 Abstained= 0

Voting Record Motion 9-21-23-14

	oucc	Y	Micah Brown NULCA	Υ	Scott Crosby Regulated Telecom <50K Access Lines	Υ	Andy Crocker Special Districts
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Voting Record Motion 9-21-23-16

W10U0N 9-21-25-10							
	oucc	Υ	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Υ	Andy Crocker Special Districts
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