

DRAFT Meeting Minutes
July 18, 2024
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS
Meeting available on Zoom

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

P	Lynn Detering OUCC	X	KC Chumachenko NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	X	Andy Crocker Special Districts
X	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
X	Robbie West Cities Population <25K	O	Lee Tumminello Cities Population >25K	X	Lucas Schaffler ODOT	X	Mitch Burghlea Cable TV
O	Kevin Hennessey OPUC	X	Matthew Barrett Telecom Cooperatives	X	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
X	Nathan Taylor Contractors	P	Brewster Whitmire Electric Cooperatives	O	Dale Bromaghin Interstate Natural Gas Pipeline	X	Megan Moore Public Utility Districts
							Open Railroads

Call to order and roll call: Melanie Lewis

Others in attendance: 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, Tiffany Evans- OCC, Micah Brown- Ziply, Ryon Kershner, Brian Bouchard, Dan Florenzo- OCC, Adam Franco- OCC, Byron Williams, Jacob Gilbertson- NW Natural, Justin Roberts, Jason Williams- NW Natural, Jason Robinson, Ayn Sargent- Alpha Media

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

Melanie went over the new agenda and requested feedback for any future changes/recommendations.

Safety Moment – Matt Barrett- Matt discussed heat index and air quality. Matt shared about air quality and wildfire smoke and how this affects the employees working in these conditions as well as keeping mindful of OSHA’s requirements.

Adopt Previous Board Meeting Minutes: Jaimie Lemke moved to accept the April minutes as presented, Nate Rivera seconded. [vote record 7-18-24-01](#)

Open Testimony:

Treasurer Report: Alba Vogland- Alba and Josh updated the board on the current treasurer's report, which can be found in the board report.

- Josh shared about the revenue, which is up by 3% and does not yet reflect the service tariff.
- Financials through May and June 2024 are available.
- Travel expenses will be on budget
- In/out ratio has dropped
- Looking to go over budget for travel costs
- Interest and training fees are slightly below what was budgeted.
- Fine revenue received has slightly exceeded the \$1000 budgeted amount for 2024.
- Contract costs for the notification center are on pace with budget
- Past due billing had a positive balance due to credits
- \$3,000 buy with KPTV for 811 Day media

Nate Rivera moved to accept the June's treasurers report as presented, Matt Barrett seconded. [vote record 7-18-24-02](#)

OUNC Staff report: Josh Thomas - Josh updated the board on upcoming and ongoing events

- Josh shared about the CGA Annual Conference and Expo that he attended and the individuals that were recognized and the topics addressed.
- Josh shared why it is important to attend conferences and the importance of networking at these events.
- Broadband Fiber – new landing page on website, exploring Town Hall concept, mapping, materials.
- Sewer Laterals

- Locates – Interview with KXL radio about the importance of contacting 811 for locates before digging.
 - Planning for 2024 Retreat
 - 811 Day
 - Rulemaking, legislative
 - Broadband coordination and communication
 - Board management – reviewed the new agenda, board packet, feedback welcome
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Board Oversight:

Chair’s Report: Melanie Lewis –Nothing to report

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 – Not present

Joshua Thomas discussed:

- Update on Board membership, appointments, engagement
- Annual training reciprocity form- this was passed out to all board members in attendance; ethics/board supplemental
- 2024 Retreat Plans – Revisiting Strategic Plan, survey. Melanie discussed retreat plans and requested brainstorming about how to tie the committees with the goals/objectives into the strategic plan. Further discussion followed.

Work session – RFP call center contract – Joshua Thomas discussed why we contract for the center and follow this process, mission and budget is critical (99% revenue, 76% expenses). Nate discussed the timeline from the last process and the importance of planning before an extension.

Jessica provided an overview of the current contract with One Call Concepts.

Robbie West made a motion for a one-year extension through December 31, 2026, with One Call Concepts. Jaime Lemke seconded the motion. [vote record 7-18-24-03](#)

Budget Audit and Tariff Committee: Joshua Thomas discussed:

- General report
- Service tariff rate adjustment for 2025, costing analysis
- Budget process 2025, financial review in 2025
- Alba requested anyone interested in Budget Audit and Tariff Committee to reach out.

Governance Committee: Jessica Epley discussed:

- General report, worklog
- Rulemaking and best practices; proposed one word change to Bylaws.
- Board nominations for new officers shall be held in September, elections made in October, term of office beginning effective January 1, 2026
- Committee consolidation updates – Policy and Procedures, OAR
- Mandatory damage reporting, enhanced positive response (EPR) research results

Jessica Epley moved to approve the one-word change to the Bylaws Article 2 Section 3 from “in” to “by”, Nate Rivera seconded. [vote record 7-18-24-04](#)

OUNC Operations Report:

The Board has been emailed copies of the billing reports for the current month.

June 2024 Highlights

Incoming Tickets	
30,502	Down 4.15% from June 2023 Up 1.77% YTD from 2023
Outgoing Tickets	
156,293	Down 8.05% from June 2023 Up 4.06.67 % YTD from 2023
In/Out Ratio	
5.12	5.34 June 2023
ITIC Tickets	% ITIC
22,627	74.18% of total locates 72.32% in June of 2023

- ASA – 20 seconds, which is 40 seconds below contractual obligation
- Operations, financial statistics, and updates
- Call Center issue and communication with subscribers
- Reporting – 811 app engagement, new (public-facing) OCC dashboard preview
- Adam Franco gave pricing/billing demonstration and shared with the board how rate increases affect revenue.

Board requested YTD in/out volume per county report to be revised to include possible in/out ratio.

Training and Education: Mitch Burghlea –

- General report (overview on excavator/locator classes, partner presentations)
- Metrics and upcoming classes; cost of past and future training classes.

Data and Research Committee: Lee Tumminello provided a general overview then Joshua Thomas discussed:

- General report
- Joshua Thomas shared the new DIRT report (2023) analysis and findings and the questions that were raised when looking over the data. Discussion regarding mandatory reporting followed.
- Oregon Damage heat map – showing counties with higher propensity for damage

Publicity Committee: – Jaime Lemke. Joshua Thomas discussed:

- General report, goals of the committee
 - New ad theme in rotation
 - National 811 Day plans for outreach; KXL interview, KPTV activation, treasure hunt.
 - Campaign overview – Ayn Sargent with Alpha Media updated the board on the outreach campaign goals, how many times ads/PSAs were heard/seen, how ads were received.
 - Campaign on Next Door will run for 3 months; July, August, September.
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Old business: Joshua Thomas discussed:

- Rulemaking hearing; discussed the seven OAR proposals, proposed timeline.
- Committee concept submission forms status

Melanie opened a public hearing concerning the seven rules proposed

- Rulemaking 1 – no comments/concerns
- Rulemaking 2 – no comments/concerns
- Rulemaking 3 – no comments/concerns
- Rulemaking 4 – no comments/concerns
- Rulemaking 5 – no comments/concerns
- Rulemaking 6 – no comments/concerns
- Rulemaking 7 – no comments/concerns

Melanie closed the public hearing.

New Business:

- 2025 Executive Officers nomination; Kitty O’Keefe will send out nomination forms by 7/22, those nominated will have 2 weeks to either accept/decline. Due in October.
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Executive Session: (if needed, scheduled in accordance with ORS 192.660)

Oregon Utilities Coordinating Council (OUCC) Report: Lynn Detering- Lynn shared that the OUCC met yesterday, July 17.

- Report on finances, priorities, and accomplishments
 - Scott shared about the presentations that were given at the meeting yesterday, 7/17. Scott shared that the media expenses will be reduced moving forward. Will make definitive decisions on how to spend the remaining money by October.
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National Industry News: NULCA, CGA, Open Discussion:

- Jessica Epley shared Broadband updates, issue summary, town hall concept. Discussion followed.

- CGA DIRT dashboard
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Good of the Order:

Lee Tumminello made a motion for OCC to provide energy notification boundaries to the board. Konstantin Chumachenko seconded. **vote record 7-18-24-05**

Next meeting is scheduled for October 18th at The Gordon Hotel, Eugene

Robbie West made a motion to adjourn the meeting. Megan Moore seconded the motion. **vote record 7-18-24-06**

Meeting Adjourned.

**Voting Record
Motion 7-18-24-01**

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 17 No = 0 Not Present = 3 Abstained= 0

**Voting Record
Motion 7-18-24-02**

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlelea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 17 No = 0 Not Present = 3 Abstained= 0

**Voting Record
Motion 7-18-24-03**

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlelea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	NP	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 17 No = 0 Not Present = 3 Abstained= 0

**Voting Record
Motion 7-18-24-04**

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
NP	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlelea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	NP	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 4 Abstained= 0

**Voting Record
Motion 7-18-24-05**

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
NP	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlelea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	NP	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 4 Abstained= 0

Voting Record
Motion 7-18-24-06

Y	Lynn Detering OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
NP	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler ODOT	Y	Mitch Burghlea Cable TV
NP	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	NP	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 4 Abstained= 0