

DRAFT Meeting Minutes
October 17, 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

X	Lynn Detering OUCC	X	KC Chumachenko NULCA	Open Regulated Telecom <50K Access Lines.	X	Andy Crocker Special Districts	
O	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	X	Lee Tumminello Cities Population >25K	X	Lucas Schaffler ODOT	X	Mitch Burghlea Cable TV
X	Kevin Hennessey OPUC	X	Matthew Barrett Telecom Cooperatives	P	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
X	Nathan Taylor Contractors	X	Brewster Whitmire Electric Cooperatives	O	Justin Roberts 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, Jason Robinson, Lauren Thomas, Casey Wistrand, Connor Toney, Marty Mead, Ruth- OGEC, Charlie- OGEC, Daniel Soto- City of Eugene, Rocky Stewart- Hole in One Locating, Kevin Tuerffs- Emerald PUD, Jennifer Bates- Emerald PUD, John Radonski- Locating Inc, Ben Bergum- Lumen, Stephanie Franger- Lumen, Christian Marshall- Lumen, Trent Cowan- Linescape, Jim Walton- Linescape, Aaron Nakano- Linescape

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

Safety Moment – ShakeOut Day: Earthquake Preparedness and Response. Lauren Thomas presented information on large seismic events, what to do during an earthquake if indoors/outdoors, what will fail after the big one (and in aftershocks), what to do after the quake, different kinds of emergency kits.

Adopt Previous Board Meeting Minutes: Alba Vogland moved to accept the July minutes as presented, Melanie Lewis seconded. [vote record 10-17-24-01](#)

Open Testimony, Concept Submission Forms:

- Presentation of Concept Submission Forms
 - Jennifer Bates – Emerald PUD
 - Recently began participating in Ticket Check for updating status of locate tickets obligated to respond to. Jennifer proposed to the board to turn on active response email notifications on Ticket Check feature for excavators.

After discussion, Melanie requested that the vendor bring forward options to address this concern and then the board will discuss this proposal further at the next meeting.

Board Oversight:

Chair's Report: Melanie Lewis –Nothing to report

Vice Chair Report: Jaimie Lemke – Nothing to report.

2024 Retreat Plans

- Revisiting Strategic Plan
 - Board survey results
 - Committee Results
 - Discuss and update roles and responsibilities of committees and strategic pillars
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OUNC Staff report: Josh Thomas - Josh updated the board on upcoming and ongoing events

- Training classes are ongoing
 - Discussed training, presentations, conferences
- Issues management and outreach
 - Fact finding meetings, sewer laterals, 8/11 Day, inquiries and requests
- Board Administration
 - Reporting, financial, recruitment, personnel, retreat, training
- On the Forefront
 - Primary focus, tariff adjustment, following the rulemaking process, Standards and Manual update, Strategic Plan retool, locator training options, board resources
- Navigating the Board Resources Folder

- Board meeting packets, committee meetings, core documents
 - After the meeting
 - Optional hike, board dinner, planning retreat 10/18/24
 - Updates on Board administration, membership
 - Annual training reciprocity updates; ethics training
-

Treasurer Report: Alba Vogland – Joshua Thomas discussed:

- Financials, budget overview through August 2024 are available
- Revenue
 - Through August, total revenue is approximately 5% above adopted, mostly due to operating receipts
 - Training fees are below budget, mostly due to declining enrollment in scheduled classes
 - Ticket volumes tie directly to revenue, overall year to dates inbound tickets are up 1.74% and outbound up 1.68%.
 - Expect to see influx of more than \$35,000 in funds due to travel costs, repayments of employee PERS, etc.
 - Total expenditures are currently within 1% of what was budgeted
 - Personnel costs continue to be over budget, as expected; will require approval of an adjustment in January.
 - Contract costs for the notification center are exactly as expected
 - ITICnxt adoption was over 75% for the third month this year
 - Board and administrative and retreat costs are higher than budgeted; will need to be taken into consideration for 2025 budget as food and facility costs have drastically increased.
- Issues
 - Budgeting; meeting and working on 2025 budget
 - Overpayment of approximately \$7,892.45; due to Paychex processing hours as both salary and hourly pay; this was immediately corrected.
 - Staff has detailed reports on overpayments.
 - Once Paychex has confirmed analysis, expect full repayment to OUNC

Updates on these issues will be provided at the January 2025 meeting

- Review, Amend, and/or approve changes to previous reports
- Motion to approve Treasurer's Report as presented/with changes.

Jessica Epley moved to accept the treasurers report as presented, Robbie West seconded. [vote record 10-17-24-02](#)

Budget Audit and Tariff Committee: Joshua Thomas discussed:

- General report
- Proposed Budget for 2025 – review, discussion and approval
 - Breakdown of OUNC 2025 budget
- Service tariff rate adjustment for 2025; communications to membership

Robbie West moved to accept the treasurer's report as presented, Megan Moore seconded. [vote record 10-17-24-03](#)

- Service Tariff Review
 - OCC claimed 3.3% for annual contract adjustment. Currently at 2.5%
 - From 2024 adopted budget to 2025 proposed, expenses exceed revenue by more than 3%
 - Discussed refinement of the system—improve accuracy and efficiency for operators.
 - Proposing 3.3% adjustment to the service tariff, resulting in ticket price increase from \$1.49 to \$1.54.
 - If motion is passed, recommend notification in November/December to make operators aware of the adjustment.

Andy Crocker moved to implement a 3.3% adjustment to the service tariff rate effective January 1, 2025, Lee Tumminello seconded. [vote record 10-17-24-04](#)

Governance Committee: Jessica Epley discussed:

- Resolved all issues as they currently exist on worklog
- General report, worklog
 - Resolved all issues as they currently exist on worklog
- Committee concept submission forms status – damage reporting, positive response, procedure for referral of business
- Considering referral of policy changes for reserves and service tariff

OUNC Operations Report:

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

September 2024 Highlights

Incoming Tickets

31,020

Up 8.35% from September 2023
Up 1.74% YTD from 2023**Outgoing Tickets**

157,653

Down 0.14% from September 2023
Up 1.68% YTD from 2023**In/Out Ratio**

5.08

5.51 September 2023

ITIC Tickets

23,628

% ITIC76.17% of total locates
Up 2.87% from September of 2023

ASA – 18 seconds, which is 42 seconds below contractual obligation

- Incoming Tickets by County; In/out ratio by county
 - Top five counties, bottom 5 counties

Scott asked the board whether the in/out ratio per county is valuable; board decided in/out ratio is unnecessary to present but will request when/if needed.

Kevin Hennessy requested OCC work with Josh and discuss data and information regarding changes to notification boundaries for stakeholders and its impact on ticket price. Further discussion took place.

- Operations, financial statistics and updates – status posting issue
- John Radonski (Locating Inc.) discussed ticket boundaries
 - Large projects; discussion on limitations to large projects and splitting into multiple tickets

Melanie Lewis suggested this issue be addressed further with Concept Submission Form; KC will submit.

- Locked status on tickets – issue summary
 - Status lock can cause confusion in the field for excavators viewing positive response notifications; tickets still show locates not completed after due date even when they have been.
 - Solution: would like OCC to set positive response status expiration with the ticket expiration date, unless the operator responds with a final status

KC will lead a group to address the above issues; participants include Robbie, Brewster, Matt, Andy, Micah, Scott.

- Self-certification communication plans
 - Promotion of app usage, ITICnxt usage
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Training and Education: Mitch Burghlea – Joshua discussed:

- Proposing a temporary contract with Bob Nightswonger of Utility Training Academy
- General report (overview on excavator/locator classes, partner presentations)
- Metrics and upcoming classes; cost of past and future training classes.
- Locator Training classes contract

Melanie Lewis would like the Training Committee to discuss this issue further.

Jessica Epley moved to approve a contract with Bob Nightswonger of Utility Training Academy for Locator Training Classes in 2025, not to exceed \$10,000, Lee Tumminello seconded. [vote record 10-17-24-05](#)

Ethics Training session (working lunch)

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

- Lee Tumminello is stepping down as secretary and Jaimie Lemke will take her spot as the secretary of committee.
 - General report
 - Results of fact-finding interviews with Common Ground Alliance and other states
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Publicity Committee: – Jaime Lemke. Joshua Thomas discussed:

- General report (sponsorships, ads/media, web/social, promotional)
 - Engage in planning, contract considerations for 2025
 - Shared report on mandatory damage reporting and mandatory positive response
 - How the DIRT tool is being used
 - There has been a substantial increase in publicity due to working with Ayn Sargent with Alpha Media as well Lars Larson.
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Old business: Joshua Thomas discussed:

- Final rulemaking hearing on proposed changes today. Motion approved at July meeting.
 - Bulletin Notice to Secretary of State

- Legislative comment period remains open for 49 days, public 21 days. DOJ review of changes
- Communication to key stakeholders about January 1 effective date
- January 1, 2025, changes effective, new standards manual
- Work session – RFP call center contract
 - Contract with One Call Concepts is effective until December 21, 2026
 - OCC Services: What they provide
 - Notification center turnkey operations, customer service
 - Ticket management, ITICnxt software, positive response, mapping, app
 - Center based in Portland, backup, redundancy, data security
 - Training resources – videos, classes, specialists
 - Billing, communications with members/subscribers, manage reports receivable
 - Reporting to accountant, board, staff
 - Creative team – design, ideation, web, social, event support
 - Research/analysis, trends, troubleshooting, advisory, board minutes
 - Operating models, contract options
 - What KPIs are important
 - Models
 - Full service
 - Piecemeal
 - Center operator
 - Possible Pricing Options
 - Ticket based/Flat rate
 - Dynamic Pricing?
 - Incentive/premium pricing?

New Business:

- 2025 Executive Officers election results, ratification of votes

- Alba Vogland as Treasurer
- Jessica Epley as Vice Chair
- Melanie Lewis for Chair

Robbie West moved to ratify the 2025 positions for Treasurer, Vice Chair, and Chair, KC Chumachenko seconded. [vote record 10-17-24-06](#)

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, October 16.

- Report on finances, priorities, and accomplishments
- 2025 funding request of \$60,000 for operating expenses and local UCC support.

Brewster Whitmire made a motion to approve the \$60,000 operating budget for OUCC, Kevin Hennessy seconded. [vote record 10-17-24-07](#)

National Industry News: NULCA, CGA, Open Discussion:

- Oregon Infrastructure Summit, broadband updates, issue summary, town hall
 - Users' Group recap, State Laws Matrix
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Good of the Order:

Next meeting is scheduled for January 16th at Sheraton, Portland (PDX) Airport, near Cascade Station.

Jessica Epley made a motion to adjourn the meeting. Matt Barrett seconded the motion. [vote record 10-17-24-08](#)

Meeting Adjourned.

**Voting Record
Motion 10-17-24-01**

NP	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
Y	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	Justin Roberts Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

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

**Voting Record
Motion 10-17-24-02**

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
Y	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	Justin Roberts 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 10-17-24-03**

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
Y	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	Justin Roberts 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 10-17-24-04**

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 Burghlea Cable TV
Y	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	Justin Roberts 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 10-17-24-05**

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 Burghlea Cable TV
Y	Kevin Hennessy OPUC	Y	Matthew Barrett Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
A	Nathan Taylor Contractors	Y	Brewster Whitmire Electric Cooperatives	NP	Justin Roberts Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 3 Abstained= 1

**Voting Record
Motion 10-17-24-06**

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
Y	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	Justin Roberts 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 10-17-24-07**

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
Y	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	Justin Roberts 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 10-17-24-08**

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
Y	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	Justin Roberts Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

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