

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, September 9, 2020. Conference call is available for this meeting. Please dial 1-646-307-1990. Enter conference ID: 889-738-824# View screen share at: https://join.me/DigSafe_2019

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

P	Scott Gallegos OUCC	O	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
O	Nathan Rivera Municipal Electric	P	Don Moore Natural Gas Distribution	O	Melanie Lewis Regulated Electric	O	Fred Corona Interstate Natural Gas Pipeline
P	Tim Smith Cities Population <25K	P	Scott Clement Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
P	Phil Boyle OPUC	O	John Eckis Telecom Cooperatives	O	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
P	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Others in attendance were: Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Paul Schmidt – Canby Excavating, Joyce Nelsen - Roome Telecom, Rich.

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

Safety Moment – Don Moore provided this months safety moment. He reported that when infants and small children are left behind in a car it’s often because the driver is out of their normal routine. They don’t usually take the children to daycare but they did on this day. He provided a simple way for those with small children to make checking the car seat a part of their daily routine. He suggests placing a stuffed animal in the drivers seat and when you get in the car you move it to the car seat, when you exit the car you always move the animal from the car seat back to the drivers seat. Repeat every time you get in or out of the car. Don hopes we all share this message with others.

Adopt Previous Board Meeting Minutes:

Jessica Epley made a motion to accept the August 12, 2020 minutes as submitted. Phil Boyle seconded the motion. **Vote record 9-9-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that the yearly per ticket rate went up in July 2020 per the contract with OCC. Since the rate is tied to the CPI, which is not available until August, the rate has been retroactively applied to the August 2020 invoice. Under the contract the base rate can be increased by the greater of 1.5% or the actual percentage of increase in the CPI up to 2.75%. The increase at 1.5% equaled \$0.08 per ticket. The increase using the actual percentage of increase in CPI came out to be 1.57%, which equaled \$0.09 per ticket. After review of the two possible increases, OCC decided to take the smaller increase of \$0.08 per ticket. The Retroactive Billing spreadsheet was included with the August 2020 reports.

Greg also noted that Phil Boyle checked and did not find any additional contact information for Homes Handcrafted Inc under district code HHI01 but did find that they recently filed an annual report per the state corporation registry. Joyce Nelsen provided information on how that report might be accessed. The call center will check further. Phil also found additional mailing addresses for Boise Cascade / Kinzua HBR PR under district code KR01. The state corporation registry shows this company as inactive but the call center will try contacting the member using this new information. Greg will report back on these two members at the next meeting.

All Board Members had previously been emailed copies of the August 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for August was 30,458 tickets, which is up 0.44% from August 2019. The ITIC percentage for August was 61.33%, up from August 2019's 61.30%. The Average Speed of Answer (ASA) was 24 seconds for August 2020.

OUNC Billing & Aging Report: All Board Members were previously emailed copies of the billing reports and the aging reports for August 2020.

Treasurer Report: Johnny Sapp. Johnny reported he did not have time to reconcile all of the numbers for the month but he reviewed the OUNC budget reports for August 2020.

Johnny also reported that the committee met and he will be sending out a report to get ready to create the 2021 OUNC budget.

Johnny also needs a Board resolution to change those authorized on the OUNC banking accounts. Phil Boyle made a motion to add Dawn Hickson and remove Johnny Sapp on all Riverside accounts, and to add Dawn Hickson and remove Johnny Sapp on the Umpqua CD account 04992736173. Mitch Burghlelea seconded the motion. **Vote record 9-9-20-02.**

Phil Boyle made a motion to accept the Treasurers report as presented. Jessica Epley seconded the motion. **Vote record 9-9-20-03**

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – No report

Vice Chair Report: Micah Brown – No report

Treasurer Report: Johnny Sapp – No report

Secretary Report: Ryan Sandhu – No report

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O’Keefe – No report

Committee Reports:

Budget and Audit Committee: Johnny Sapp: Johnny appreciates Kitty O’Keefe, Dawn Hickson and Joyce Nelsen helping with yesterdays Budget Committee Meeting. The committee will be meeting tomorrow to get the paperwork ready for 2021 budgets.

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – No report. Next month Lynsay Demko will review damage information.

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – No report

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Kitty O’Keefe reported that the current contract with the National Excavation Initiative (NEI) is still in effect and they have extended the TV spots in the Portland, Eugene and Medford areas. Analytics should be available soon.

The committee will be meeting to review the 2021 budget and sponsorships.

Training and Education Committee: Mitch Burghlea – Mitch reported that the first on-line locate training class has been completed and there were 25 participants. The next on-line locate training class will be November 10-11, 2020. Joyce Nelsen sat in on the class and thought the content was good.

Membership: Phil Boyle: Phil reported that Fred Corona will be resigning from the Interstate Natural Gas Pipeline position and the Board should see about recruiting a candidate to fill the vacancy. Scott Gallegos will check with some of the gas pipeline companies.

Phil also reported that Paul Schmidt with Canby Excavating would be submitting his application for the Contractor position and that Brewster Whitmire has submitted his application for the Electric Cooperatives position.

There has been no movement on finding a replacement for the open Public Utility Districts position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos – Scott reported that the OUCC held a meeting and they are looking for ideas on outreach and how to spend their funds. They will be continuing discussions and getting information from the local UCC's.

Scott also reported that the tax situation is being worked on with about half of the local UCC's completed and the other half still going through the process with the accounting firm.

Executive Director Selection Committee: Ryan Sandhu – Scott Gallegos shared the following information contained in an email from Ryan Sandu. A summary of committee evaluations sent to the DAS recruiter. Ryan will check with the recruiter on why the first round of interviews have not been completed yet. Ryan clarified with DAS finance/payroll and HR that the OUNC is a state agency and they can help the OUNC with the ongoing employee payroll and HR needs. The policies and schedule will be reviewed at the next EDSC committee meeting and have for the next Board meeting. Look for a committee meeting next week.

National Industry News: NULCA, CGA, Open Discussion: Scott Gallegos reported that the registration fees paid for Kitty O'Keefe, Phil Boyle and Scott Gallegos to attend the 2020 CGA event can be applied to the 2021 event being held by the group previously associated with CGA, Infrastructure Resources. The two groups have now split into two completely separate groups.

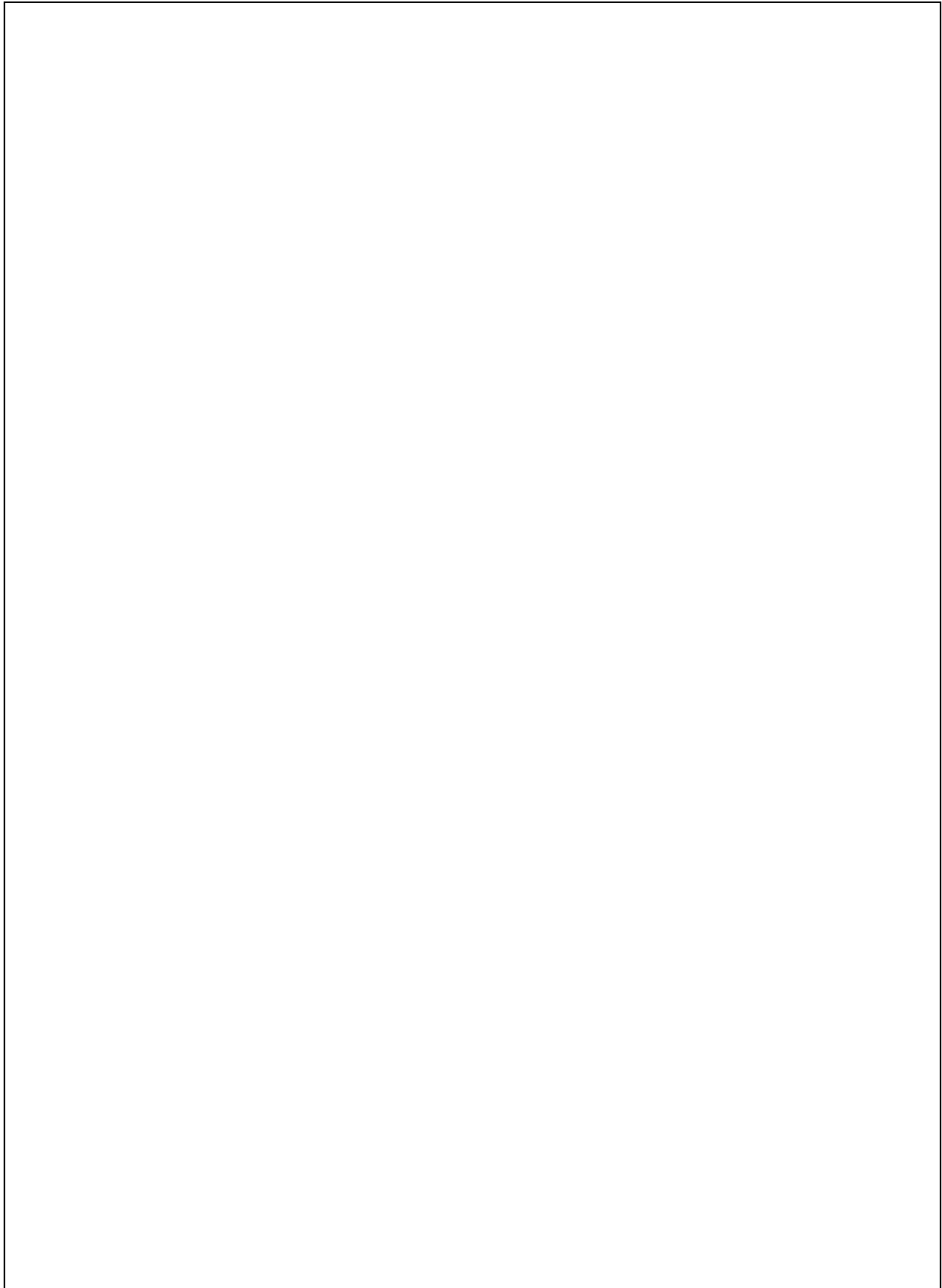
Old business: No report

New Business: No report.

Good of the Order:

Johnny Sapp made a motion to adjourn the meeting. Dawn Hickson seconded the motion. **Vote record 9-9-20-04**

Meeting Adjourned.



**Voting Record
Motion 9-9-20-01**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Fred Corona Interstate Natural Gas Pipeline
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	N P	John Eckis Telecom Cooperatives	N P	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Dawn Hickson Counties		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 9

No = 0

Not Present = 8

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