

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, November 10, 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	P	Micah Brown NULCA	P	Scott Crosby Regulated Telecom <50K Access Lines	P	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	P	Don Moore Natural Gas Distribution	P	Melanie Lewis Regulated Electric	P	Dawn Hickson Counties
O	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	P	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
	Open Interstate Natural Gas Pipeline		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, Joyce Nelsen - Roome Telecom.

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

Safety Moment – Jessica Epley provided this months safety moment. Jessica gave tips on preparing and storing foods safely over the holidays.

Adopt Previous Board Meeting Minutes:

Jessica Epley made a motion to accept the October 14, 2020 minutes as submitted. Don Moore seconded the motion. Johnny Sapp abstained from voting. **Vote record 11-10-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that while filling out the October Billing Summary he found that he had inadvertently omitted the Ticket Delivery charges and the Paper Invoice charges on the September 2020 Summary. These two items have been included on the October Billing Summary on lines 28 and 31.

Greg advised the Board that Ash Grove Cement (district code AGCC01) had sent an email asking to be removed from the one call system. They explained that the underground facilities they previously had in the public right of way have been de-commissioned and removed. Greg also reminded the Board that there is a letter that can be sent to members in these cases. The Board agreed that once the signed letter has been returned to the call center this member could be taken off line.

All Board Members had previously been emailed copies of the October 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for October was 31,536 tickets, which is up 1.06% from October 2019. The ITIC percentage for October was 63.08%, down from October 2019's 65.21%. The Average Speed of Answer (ASA) was 22 seconds for October 2020.

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

Treasurer Report: Johnny Sapp. Johnny reviewed the OUNC budget reports for October 2020.

Scott Clement made a motion to accept the Treasurers report as presented. Nate Rivera seconded the motion. [Vote record 11-10-20-02](#)

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – Scott acknowledges the challenges of 2020 and appreciates everyone efforts at adapting to the world of virtual meetings. He also noted that, in regards to elections, etc, Board members do represent the State.

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 – Kitty reminded everyone that nominations are being accepted for this years Morrison award, in honor of Jarrod Morrison. A new E-blast will soon be going out.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: Johnny noted that the committee held a meeting and went over the revised 2021 budget.

Johnny initiated a discussion on the budget and asked if the Board thought the numbers should be changed to offset any projected loss for 2020 and that the Board may want to consider raising ticket prices again after hiring an Executive Director. Also, if the cost per ticket goes up yearly should the Board consider building in an annual increase in ticket prices to members? Johnny also noted that the Board does have reserve funds available. After discussion it was decided that with the uncertainty with COVID and 2021 the Board was comfortable leaving the budget as is for now. They will look after the second quarter 2021 to consider any rate increases.

Johnny also went over the Publicity and Training & Educations budgets.

Phil Boyle made a motion to approve the 2021 budget as presented. Scott Clement seconded the motion.
Vote record 11-10-20-03.

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore – No report

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah is looking for feedback on mandatory white paint for excavators. He asks that Board Members send their thoughts to Micah Brown or Kitty O'Keefe via email. Kitty will send an email with the data collected to all Board Members. Micah went over some pro's and con's and Frank Planton brought up a CGA white paper showing damages go down with white marking.

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Scott reported that he is waiting for the analytics from the media campaigns.

He also noted a possible \$10,000 sponsorship of Oregon State University Football in 2021.

Training and Education Committee: Mitch Burghelea – Mitch reported that there are 35 participants in the virtual Locator training classes taking place today and tomorrow.

Mitch also reported that the deadline for the Locate Training RFP is 11/23/20. He will bring this before the Board at the December meeting.

Membership: Phil Boyle: No report but it was noted that Nate Rivera and Johnny Sapp both need to send in paperwork to re-apply for a second term.

Ryan Sandhu reported that his second term expires in January 2021 and he will be sending out feelers for a replacement.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos: No report. Scott noted that their final meeting of the year would be held next month, in December 2020.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that the second rounds of interviews are getting underway. The method of getting recorded responses to questions worked so well in the first round that is what will be done for the second round. The responses should be back by 11/23/20.

Ryan noted that one of the top eight candidates dropped out as they thought the process was taking too long.

Ryan would like to reach out by phone to all candidates to give them an update and so they can hear someone live that is connected with the process. After discussion Ryan said he would try to get this scheduled for later this week.

At the next committee meeting (not yet scheduled) the committee will try to get the number of applicants down to the number they want to present to the Board at the December 2020 Board Meeting. All are invited to join the next committee meeting.

National Industry News: NULCA, CGA, Open Discussion: No report

Old business: No report

New Business: No report

Good of the Order: Johnny Sapp reported that he needs to have the meeting minutes and vote to add Dawn Hickson and remove Johnny Sapp from the Riverview and Umpqua accounts redone to include additional information. Johnny Sapp made the following motion.

As of January 1, 2021 Dawn Hickson will represent OUNC as the Treasurer, relieving Johnny Sapp. In order to conduct the financial business of the OUNC please add Dawn Carol Hickson as an authorized signing member to the following accounts:

- 1) Riverview
 - a) Non-profit checking #001616515988
 - b) Business plus #001699002495
 - c) CD-51000011380
- 2) Umpqua
 - a) #04992736173

Please retain Chair Scott Gallegos on the accounts listed above and remove Johnny Ray Sapp from the accounts listed above.

Phil Boyle seconded the motion. **Vote record 11-10-20-04.**

The next meeting will be held on Wednesday December 9th,

Jessica Epley made a motion to adjourn the meeting. Scott Clement seconded the motion. [Vote record 11-10-20-05](#)

Meeting Adjourned.

**Voting Record
Motion 11-10-20-01**

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

Summary

Yes = 13

No = 0

Abstain = 1

Not Present = 2

**Voting Record
Motion 11-10-20-02**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Dawn Hickson Counties
N P	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	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 14

No = 0

Not Present = 2

**Voting Record
Motion 11-10-20-03**

Y	Scott Gallegos OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Dawn Hickson Counties
N P	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	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 14

No = 0

Not Present = 2

**Voting Record
Motion 11-10-20-04**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Dawn Hickson Counties
N P	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	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
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Summary

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 11-10-20-05**

Y	Scott Gallegos OUCC	N P	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Dawn Hickson Counties
N P	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	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
	Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention		Open Electric Cooperatives		Open Public Utility Districts
	Open Railroads		Open Contractors				

Summary

Yes = 13

No = 0

Not Present = 3