

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, February 10, 2021. 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
P	Tim Smith Cities Population <25K	P	Scott Clement Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
O	Phil Boyle OPUC	P	John Eckis Telecom Cooperatives	P	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
P	Paul Schmidt Contractors	P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Others in attendance were: Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC.

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

Safety Moment – Brewster Whitmire provided this month’s safety moment on electric safety. He relayed an incident regarding overhead lines and an aluminum ladder that resulted in injuries. He also reminded everyone that if a vehicle is involved in an accident with a power pole and lines are down around the vehicle it’s best to stay inside the vehicle until help arrives, if at all possible.

Adopt Previous Board Meeting Minutes: Scott Clement made a motion to accept both the January 13, 2021 and the January 21, 2021 minutes as submitted. Johnny Sapp seconded the motion. **Vote record 02-10-21-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that ITL testing has started in Oregon. This testing is to verify that all member utilities will be able to receive and understand the format of tickets when sent using the new ITICnxt format. This may include multiple polygons per ticket if they will be allowed. OCC would also like to set up a demonstration of ITICnxt for the Board sometime in the near future.

The Board was advised that the call center is unable to reach International Paper (district code IP01) by email, phone or mail. The company contacted the call center several years ago to request being taken offline and were sent the form being used at that time for this purpose. The forms were never returned and we are no longer able to make contact. The call center is asking to be able to take this district code offline. Greg will write up the information regarding this member and email it out to all Board Members for next months meeting.

Greg also wanted to make the Board aware that a homeowner had contacted the center to complain about the wording of locates being completed within 2 full business days. They felt it should be stated in 48 hours or 72 hours. However, there is no exact number of hours other than that the day the ticket is placed, weekends and holidays do not count in the 2 full business day calculations. This was just for the Boards information.

All Board Members had previously been emailed copies of the January 2021 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for January was 26,377 tickets, which is up 8.32% from January 2020. The ITIC percentage for January was 67.23%, down from January 2020's 68.27%. The Average Speed of Answer (ASA) was 20 seconds for January 2021.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports and the aging reports for January 2021.

Treasurer Report: Dawn Hickson. Dawn advised the Board that Johnny Sapp, the outgoing Treasurer who's term expired on January 1, 2020, would present the budget reports for November and December 2020.

Johnny reviewed the OUNC budget report for November 2020. Dawn Hickson made a motion to accept the November 2020 Treasurers report as presented. John Eckis seconded the motion. **Vote record 02-10-21-02.**

Johnny reviewed the OUNC budget report for December 2020. Dawn Hickson made a motion to accept the December 2020 Treasurers report as presented. Melanie Lewis seconded the motion. **Vote record 02-10-21-03.**

Dawn Hickson will present the January 2021 and February 2021 budget reports at the March Board Meeting.

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – Scott announced that he is moving to a new position at Northwest Natural Gas and he will be stepping down as the Chair of the OUNC. This will be his last Board Meeting. Micah Brown will move into the Chair position and a new Vice Chair will need to be selected. There was discussion on the need to remove Scott and add Micah Brown to all OUNC accounts. It was decided to address that under “ For The Good Of The Order” near the end of the meeting.

Vice Chair Report: Micah Brown – No report. Micah congratulated Scott and thanked him for all he has done for the Board.

Treasurer Report: Dawn Hickson – No report. Dawn thanked Scott for his service to the Board.

Secretary Report: Scott Clement – Scott said he was happy to be the new Secretary. He told Scott Gallegos he would be missed on the Board.

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O’Keefe – Kitty noted that there was a Face Book post for the Excavation Safety 101 class. Kitty reported that over 500 people have taken this class since it became available 2 ½ years ago.

Committee Reports:

Budget and Audit Committee: Dawn Hickson: No report.

Contracts Committee: Nate Rivera – Nate reported that it was time to move forward with the selection of the call center vendor and would have the RFP ready for next month.

Ryan noted that the Executive Director Selection Committee hopes to have an Executive Director on board by the next meeting and that person could then join in the RFP process.

Damage Reporting/Dirt: Don Moore – No report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – Micah reported that the committee has been discussing white paint and is sending out a “Survey Monkey” on that topic.

Micah started a discussion on mandatory damage reporting for operators. After discussion it was the general consensus that facility operators should be required to report damages but not excavators. Micah will research further. Frank Planton suggested contacting Lynda Holloway with the Washington State UTC and Scott Gallegos suggested contacting Jon Cornelius with the Washington Safety Committee as Washington law does have mandatory reporting by operators if they are aware of a damage.

Policy & Procedures Committee: John Eckis – No report. John plans to have a committee meeting in the near future.

Publicity Committee: Scott Clement – Scott noted that the committee met earlier this week.

He reported that the committee was given a presentation by the National Excavation Initiative (NEI), which was similar to last years. They can target excavators, do it yourself's, or a combination. The committee recommends proceeding with a \$30,000 investment to participate with the NEI in a 70% excavator / 30% DIY split. The percentages can be changed during the year if needed. After discussion Scott Clement made a motion to accept the committees recommendation of a 70% excavator / 30% DIY split at a cost of \$30,000 with the NEI. Micah Brown seconded the motion. **Vote record 02-10-21-04.**

Scott also reported on an opportunity with a Fox Channel 12 TV campaign. The cost is \$10,000 for \$12,000 worth of commercials over 3 months and the committee recommends proceeding with this opportunity. After discussion Scott Clement made a motion to move forward with the Fox Channel 12 TV Campaign at a cost of \$10,000. Brewster Whitmire seconded the motion. **Vote record 02-10-21-05.** Kitty O'Keefe will email the 30-second ad to all Board Members.

Frank Planton asked for the schedule for the 2021 Hillsboro Hops and he will try to work in some appearances for the 811 Car.

Training and Education Committee: Mitch Burghlea – Mitch reported that the Virtual Utility Locator Training Class with Bob was held yesterday and had 42 participants. The next class is in March 2021.

Membership: Phil Boyle: No report.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos: Scott reported that he will be stepping down from the OUCC. Dawn Hickson will represent the OUCC on the OUNC Board.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that the DAS will not be providing a pay equity review and he is not sure if that needs to be done. Ryan will be checking with the DOJ. Ryan wants to have a committee meeting with the goal of getting an offer letter out. He is concerned with the time it's taking.

Kitty O'Keefe and Dawn Hickson had a conference call with The Bookkeeping Company (TBC) and they can provide the payroll and tax services for the Board.

After discussion it was determined that the Executive Director Selection Committee is authorized to negotiate up to a certain dollar amount and they will draft the offer letter.

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

Old business: No report

New Business: Don Moore would like to form an exploratory committee to look into the OUNC involvement in the investigation of enforcement actions. This committee would also reach out to legal council to see if the OUNC has the right or authority to be involved. Don is looking for anyone interested in being on this sub committee. Micah Brown, Don Moore, and Melanie Lewis all volunteered. Also, it was thought that Phil Boyle should be on the committee as the PUC representative. Anyone else interested in joining should contact Kitty O'Keefe. Kitty will send out a notice to see when everyone is available to meet. Micah Brown gave background information on the history of the OUNC Board and PUC involvement in enforcement.

Kitty O'Keefe noted that the next out of town OUNC Board meeting is scheduled in May at Salishan Resort. After discussion it was decided to leave the schedule as is for now and see where things stand closer to May.

Good of the Order: The earlier discussion regarding Scott Gallegos departure as the OUNC Chair was revived. This will necessitate a change for those with access to the OUNC bank accounts. Nate Rivera made a motion that since Micah Brown will represent the OUNC as the Chair, relieving Scott Gallegos, and in order to conduct the financial business of the OUNC, please add Micah Brown 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 Treasurer Dawn Hickson on the accounts listed above and remove Scott Gallegos from the accounts listed above. Dawn Hickson seconded the motion. **Vote record 02-10-21-06.**

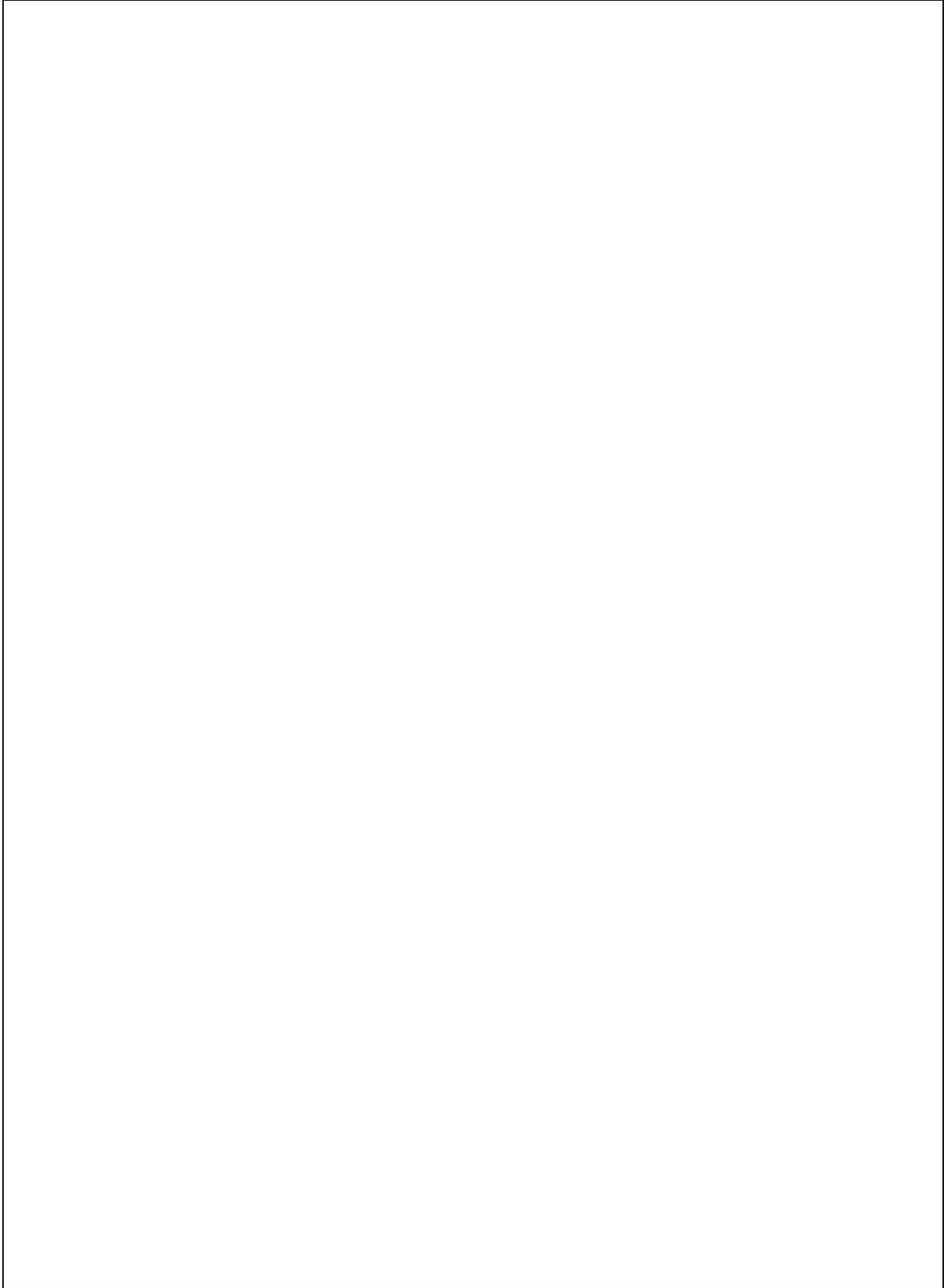
Kitty O'Keefe gave an update on the Joint States Meeting. Kitty is working with OCC's Creative Team to get a Survey Monkey sent out to those that were planning on attending last years event to see if it's worth pursuing for 2021. She hopes to have this out in the next month. Currently the dates August 31 – September 2, 2021 are on a temporary hold at Eagle Crest Resort.

Micah Brown noted that he had looked at the Policy and Procedures Manual and it is not clear on how to select a new Vice Chair. It will need to be looked into for the next meeting.

The next meeting will be held on Wednesday March 10, 2021.

Nate Rivera made a motion to adjourn the meeting. Micah Brown seconded the motion. **Vote record 02-10-21-07**

Meeting Adjourned.



**Voting Record
Motion 02-10-21-01**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 2

**Voting Record
Motion 02-10-21-02**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 1

**Voting Record
Motion 02-10-21-03**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 1

**Voting Record
Motion 02-10-21-04**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 1

**Voting Record
Motion 02-10-21-05**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 1

**Voting Record
Motion 02-10-21-06**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 1

**Voting Record
Motion 02-10-21-07**

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
Y	Tim Smith Cities Population <25K	Y	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
N P	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Summary

Yes = 17

No = 0

Not Present = 1