

OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS

Meeting Minutes, March 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

	Open OUCC	P	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	P	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	O	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
P	Phil Boyle OPUC	O	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, Scott Gallegos- OCC, Joyce Nelson, Konstantin Chumachenko- Locating Inc, John Allard- Clean Water Services

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

Safety Moment – Paul Schmidt provided this month’s safety moment on excavation safety. Paul described an issue around complacencies on the job site that resulted in a line strike. Paul also described a line strike with a hand shovel that was struck due to an unlocated line.

Adopt Previous Board Meeting Minutes: Johnny Sapp made a motion to accept the February 10, 2021 minutes as corrected. Phil Boyle seconded the motion. Vote record 03-10-21-01.

Open Testimony: None

OUNC Operations Report: Greg Snyder updated the board on the status of International Paper.

Updated board on new intro statement that says, “Due to the national emergency we ask that all non-emergency locate requests be submitted online if at all possible. Go to www.callbeforeyoudig.org to process your locate request.”

All Board Members had previously been emailed copies of the February 2021 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for February was 24,477 tickets, which is down 5.43% from February 2020. The ITIC percentage for February was 65.64%, down from February 2020’s 65.95%. The Average Speed of Answer (ASA) was 22 seconds for February 2021.

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

Treasurer Report: Dawn Hickson. Dawn provided an update on the January report. The February numbers had not been made available in time to report at this time.

Dawn reviewed the OUNC budget report for January 2021. Jessica Epley made a motion to accept the November 2020 Treasurers report as presented. Johnny Sapp seconded the motion. **Vote record 03-10-21-02.**

Dawn Hickson will present the February 2021 budget reports at the April Board Meeting.

Board of Directors Officer’s Reports:

Chair’s Report: Micah Brown –Micah shared his gratitude in taking the Chair and appreciates patience from the board

Vice Chair Report: Open – No report.

Treasurer Report: Dawn Hickson – Dawn reported that the Book Keeping Company asked if December financial have been approved so they can move forward. It was noted that they were approved at the January meeting and is reflected in the January minutes.

Dawn asked if she could approve payments for the OUNC credit card and was told she can reconcile and approve by Johnny Sapp, previous treasurer.

Dawn reports that she is still having issues getting access to accounts, she will let Johnny know when she gets her credit card

Secretary Report: Scott Clement – Nothing to report

PUC Representative Report: Phil Boyle – Nothing to report

Administrative and Outreach Coordinator – Kitty O’Keefe – Kitty shared that the April Safe Digging Month proclamation has been submitted to the Governor’s office.

Kitty reached out to OCC to check on having a link on the OUNC website that would direct new members to OCC. A new tab will be added to the OUNC website.

Committee Reports:

Budget and Audit Committee: Dawn Hickson: Meeting is scheduled for later in March.

Contracts Committee: Nate Rivera – Nate reported that the RFP has been updated for call center contract. Nate discussed potential time lines and concerns around travel. Nate would like to get as many people in the room as possible. Discussion continued around travel restrictions and timelines.

Melanie Lewis suggested moving the OUNC meeting to a more central location, rather than in Klamath Falls.

Melanie Lewis made a motion to trade board meeting locations for the July meeting moving from Klamath Falls to the Portland Metro area. Second made by Nate Rivera. [Vote record 03-10-21-03](#)

Nate Rivera will provide a schedule for the RFP after today’s meeting.

Johnny Sapp made a recommendation to use a different format for on-line meetings. Scott Clement supported this.

Damage Reporting/Dirt: Don Moore – No report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – Micah reported that the committee has discussed and would like to recommend a 750’ maximum ticket length and the potential of a project ticket.

Micah made a motion to have the OAR committee pursue language around a 750 ft maximum ticket length. Brewster Whitmore seconded. [Vote record 03-10-21-04](#)

Micah started a discussion on mandatory white pre-marking and shared survey results.

Micah Brown made a motion to move forward with revising the OAR rule around remarking in white. Phil Boyle seconded. [Vote record 03-10-21-05](#)

Micah Brown started a discussion around design tickets. Micah brought up the demo on the design locate process that is being used in Washington. Frank Planton recommended providing a demo on both the design locate process as well as a demo of NXT. Micah will work with OCC to set a date for the presentation.

Melanie Lewis expressed support of the demos in an effort to ensure all information is available for both discussions around white pre-marking and design tickets.

Micah started a discussion around mandatory damage reporting.

Micah shared that a visitor at the OAR committee expressed a concern about having a hard time getting ahold of an operator by the numbers that were provided during last month's snow event.

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Scott Clement noted the following.

Radio campaign with Alpha media has been running and data is showing getting hits after airing on the Lars Larson show

National excavator initiative campaign will start next week and will run for 9 months

Hillsboro hops is moving forward

Dozer Days is moving forward and the 811 trailer will be there in a drive thru event May 15 and 16.

Training and Education Committee: Mitch Burghlea – Micah mentioned that Mitch, who had to leave the meeting, wanted the board to know he will be recommending more locator training. Paul Schmidt was able to attend one of the classes and felt it was excellent training that was well presented. Melanie Lewis shared Paul's sentiment. Kitty confirmed that there will be more trainings throughout the year. 2 classes have been completed with UTA 35-40 participants.

Membership: Phil Boyle: Still waiting to hear from Governor's office on the status of Johnny Sapp and Nate Rivera. Ryan Sandhu will continue to serve as he seeks a replacement. Dawn Hickson will need to reapply for her next term as she had been fulfilling the end of another term. Phil is working on filling Interstate Gas Pipeline position and still working to find a PUD representative. The OUCC position will be addressed by their recommendation.

Micah recommended that we post open positions on the website.

Oregon Utilities Coordinating Council (OUCC) Report: Dawn Hickson: The OUCC will be looking to find a new representative for the OUNC.

The OUCC will be holding off on spending until fall to allow the local councils an opportunity to spend.

Local councils are trying to get creative in how to get out the 811 messaging, some are doing drive thru breakfasts

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that an offer letter has been presented to the winning candidate but hasn't been signed yet. Ryan is expecting to have a signed offer by the end of the week.

Ryan presented that there has been a conversation with The Book Keeping company, our current tax group. Ryan is recommending that we hire them to manage our payroll. Ryan shared ongoing costs as well as some startup costs, they would also need approximately 3 weeks to be ready to handle payroll.

Ryan made a motion to add payroll services to The Bookkeeping Company's responsibilities not to exceed \$2,000 annually. Nate Rivera seconded. [Vote record 03-10-21-06](#)

Ryan reported that workers comp insurance is included with our current insurance that is handled through DAS.

National Industry News: NULCA, CGA, Open Discussion: Nate Rivera shared a link, <https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB3181/Introduced>, regarding a proposed bill that would require paint that is used for locating be dissolvable and that excavators be required to remove the marks upon completion of the job. Phil Boyle and Scott Gallegos shared some background on the incident that led to this recommendation. Nate will follow the bill and work with Micah to schedule an OAR meeting if necessary.

Old business: Discussion around forming an exploratory committee to look into the complaint process. Micah suggested that we create this committee. Don Moore to chair the committee.

Phil Boyle made a motion to establish a temporary exploratory committee to discuss matters of filing complaints. Ryan Sandhu seconded. [Vote record 03-10-21-07](#)

New Business: Micah opened up nominations for the Vice Chair. Don Moore and Melanie Lewis were nominated for the position. Nominations will be open until the next meeting when a vote will be made. Any other nominations should be emailed to Kitty, who will then forward them onto the board

Good of the Order:

Ryan Sandhu made a motion to adjourn the meeting. Scott Clement seconded the motion. [Vote record 03-10-21-08](#)

Meeting Adjourned.

**Voting Record
Motion 03-10-21-01**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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
Y	Phil Boyle OPUC	N P	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 = 14

No = 0

Not Present = 3

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

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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
Y	Phil Boyle OPUC	N P	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 = 14

No = 0

Not Present = 3

Voting Record
Motion 03-10-21-03

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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
Y	Phil Boyle OPUC	N P	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 = 13

No = 0

Not Present = 3

**Voting Record
Motion 03-10-21-04**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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
Y	Phil Boyle OPUC	N P	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 = 13

No = 0

Not Present = 3

Voting Record
Motion 03-10-21-05

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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	N P	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
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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 03-10-21-06**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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	N P	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
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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 03-10-21-07**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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	N P	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
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 = 12

No = 0

Not Present = 4

**Voting Record
Motion 03-10-21-08**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	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	N P	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
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 = 12

No = 0

Not Present = 4