

Meeting Minutes
 August 11, 2021
**OREGON UTILITY NOTIFICATION CENTER
 BOARD OF DIRECTORS**

Meeting Minutes, Sheraton – Portland Airport Hotel Mt. St. Helens Room 8235 NE Airport Way Portland, Oregon 97220. Also available on Zoom

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

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

Others in attendance were: Josh Thomas - OUNC Executive Director, Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Frank Planton – OCC, Scott Gallegos- OCC, Kyle Thomas – City of Bend, Kevin Hennessy- OPUC

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

Safety Moment – Micah shared a safety reminder to be safe in the summer heat.

Adopt Previous Board Meeting Minutes: Phil Boyle made a motion to accept the July 14, 2021 minutes as amended. Tim Smith seconded the motion. **Vote record 08-11-21-01.**

Open Testimony: None

OUNC Operations Report: Scott Gallegos reported that July was the 5th month in a row with ITIC over 71%.

All Board Members had previously been emailed copies of the July 2021 operations reports. Scott Gallegos went over the highlights for the month. The incoming ticket total for June was 31,225 tickets, which is down 1.24% from July 2020. The ITIC percentage for July was 72.4%, up from July 2020's 61.23%. The Average Speed of Answer (ASA) was 13 seconds for July 2021.

Scott shared that ITIC NXT should roll on state wide on August 25th.

Scott updated the board on the new base rate adjustment that took place July 1st.

- Contractual adjustment allowed for 1.5-2.75% increase depending on which is higher
 - CPI allowed for an increase up to \$5.82
 - OCC has opted to take an increase up to \$5.81 as that is the starting rate for the new contract
 - \$5.81 for called in tickets
 - \$5.40 for ITICs with updates made by user
 - \$5.18 for ITICs with text only entered by user
 - \$4.56 for ITICs with text and mapping entered by user

Micah expressed concerns noted around audio connection, Josh will be looking into this.

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

Treasurer Report: Alba Dawn Vogland. Alba shared that she does not have the reports ready at this time

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Micah shared continue concerns around ticket volume and shared a notice

Phil Boyle made a motion to share memo regarding ticket volume as free format message to operators and excavator. Paul Schmidt seconded the motion [Vote record 08-11-21-02](#)

Vice Chair Report: Melanie Lewis – Melanie recognized today as 811 day and wanted to express appreciation to all for their hard work

Treasurer Report: Alba Dawn Vogland – Alba has nothing at this time

Secretary Report: Vacant – Not present

PUC Representative Report: Phil Boyle – Nothing to present

Administrative and Outreach Coordinator – Kitty O'Keefe – Shared that there is a cake to celebrate 811 day. Several board members will be present at the Hops game tonight along with the 811

Executive Director Report: Josh Thomas- will be looking for a solution for better hybrid meetings. The PUC as well as the OUNC will be sending out a release recognizing National Safe Digging Day.

- Still working towards reinstatement with the State of Oregon
 - Completed records request
 - Finishing up contract with OCC
 - Shared some ideas around board platforms that would facilitate shared documents and calendars
 - Micah shared his thoughts on using the free google platform
 - Working towards hiring Kitty as Oregon employee
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Committee Reports:

Budget and Audit Committee: Alba Dawn Hickson: Met on August 10th. Discussion was had around reserves and potential expenditures for the upcoming year. Next meeting scheduled for October.

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: No Chair- Micah asked for any volunteers

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Committee met. Micah mentioned the ticket extension tool that could be provided by OCC. Phil Boyle made a motion to initiate the ticket extension program through OCC. Paul Schmidt seconded [Vote record 08-11-21-03](#) Micah brought up the committee discussion around poles and anchors being underground facilities, discussion will continue in committee.

Policy & Procedures Committee: John Eckis – Josh brought phone reimbursement verbiage to be proposed. Discussion ensued around the different options. Alba Vogland makes a motion to accept Josh's proposal for the two cellular options. Paul Schmidt seconded [Vote record 08-11-21-04](#)

Publicity Committee: Scott Crosby – Kitty O'Keefe reported that Scott, Josh and Kitty met to update the group on current topics. Kitty mentioned a safety vest option, the Hops game and the Pendleton Roundup.

Training and Education Committee: Mitch Burghelea – Mitch reported that the committee met and discussed current projects.

Next locate training class will be in October 17 and 18 with a \$50 registration fee. All of this will be in consideration of current Covid restrictions.

Excavator training November 18 and 19

Mitch asked if OCC could put together a 5 minute presentation together promoting NXT

Kevin Hennessy mentioned that the CGA had reached out for state specific feedback on how outreach is happening. Kitty noted that she had responded.

Membership: Phil Boyle: Phil is still waiting for a response from the Governor's office for Dale Bromaghin, Kyle Thomas and Alba Vogland.

Jaimie Lemke has expressed interest in representing the recently vacated Natural Gas position. Still waiting for official recommendation from NW Natural

League of Cities has been reached out to fill the 2 upcoming city positions

Oregon Utilities Coordinating Council (OUCC) Report: Alba Dawn Vogland reported that there isn't much to report at this time. The next meeting will be coming up next month.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that they are still working through the issue with PERS. This has been approved by the legal team at PERS and will be sent out for signing this week.

Exploratory Committee: Vacant- Phil updated the group on the last meeting. Phil shared the new reporting process that is web based and has an interactive form. The website and call center are being directed to the new form.

Phil Boyle made a motion was made to replace the RAA form and process and replace it with the new intake form through the PUC. Paul Schmidt seconded [Vote record 08-11-21-05](#)

Johnny Sapp made a motion to dissolve the Exploratory Committee. Phil Boyle seconded [Vote record 08-11-21-06](#).

This committee will be dissolved and any further information gathering will be handled through the OAR committee.

National Industry News: NULCA, CGA, Open Discussion: None

Old business: None

New Business: Election results are

- Chair- Micah Brown
 - Vice Chair- Melanie Lewis
 - Treasurer- Alba Vogland
 - Secretary- Paul Schmidt
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Good of the Order: Frank Planton updated the group on the OCC User's group. At this point, all is moving as scheduled. Updates will be given as they come up.

Phil Boyle made a motion to adjourn the meeting. Paul Schmidt seconded the motion. **Vote record 08-11-21-07**

Meeting Adjourned.

**Voting Record
Motion 08-11-21-01**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 11

No = 0

Not Present = 6

**Voting Record
Motion 08-11-21-02**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 11

No = 0

Not Present = 6

**Voting Record
Motion 08-11-21-03**

	Open OUCC	Y	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 11

No = 0

Not Present = 6

**Voting Record
Motion 08-11-21-04**

	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	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 12

No = 0

Not Present = 5

**Voting Record
Motion 08-11-21-05**

	Open OUC	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	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 12

No = 0

Not Present = 5

Voting Record
Motion 08-11-21-06

	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	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 12

No = 0

Not Present = 5

Voting Record
Motion 08-11-21-07

	Open OUC	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	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	N P	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 = 12

No = 0

Not Present = 5