

Final Meeting Minutes
September 8, 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	P	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
X	Nathan Rivera Municipal Electric		Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
O	Tim Smith Cities Population <25K		Cities Population >25K	O	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
P	Phil Boyle OPUC	O	John Eckis Telecom Cooperatives	X	Connor Toney Excavators	O	Jessica Epley Telecom >50K Access Lines
X	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: Josh Thomas - OUNC Executive Director, Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Scott Gallegos- OCC, Terry Hogan- OCC, Kyle Thomas – City of Bend, Jaimie Lemke- NW Natural, Joyce Nelson, Kevin Hennessy- OPUC

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

Safety Moment – Paul Schmidt- Shared an incident by one of their crews. A 2 person crew were sent to expose a gas line. The equipment operator took the first couple of scoops with a backhoe causing a gas leak. The company followed up with the excavator as well as the affected homeowners.

Adopt Previous Board Meeting Minutes: Alba Vogland made a motion to accept the August 11, 2021 minutes as amended. Melony Lewis seconded the motion. **Vote record 09-08-21-01.**

Open Testimony: None

OUNC Operations Report: Scott Gallegos reported on the center's highlights

All Board Members had previously been emailed copies of the August 2021 operations reports. Scott Gallegos went over the highlights for the month. The incoming ticket total for June was 31,846 tickets, which is up 4.56% from August 2020. The ITIC percentage for August was 70.3%, up from July 2020's 61.33%.

Scott shared that ITIC NXT rolled out state wide on August 25th.

Scott shared that OCC would be willing to partner with the OUNC if they are interested in attending the Umatilla Touch a Truck event on September 25th. Kitty will be looking in this and reaching out.

Kevin Hennessey asked if the function on Search and Status to email a copy of the ticket had changed as he had recalled that in the past an image of the notification polygon was attached with the email. Scott said he would check on this and report back next month.

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. She will also have to step down from her position on the board

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Micah has nothing to report at this time

Vice Chair Report: Melanie Lewis – Melanie shared that at the end of this year we will be losing a lot of board member. She asked that if anyone has any suggestions or questions to please not hesitate to reach out.

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

Secretary Report: Paul Schmidt- Paul shared gratitude to all who have helped him in this transition

PUC Representative Report: Phil Boyle – Phil shared that he will be retiring at the end of October, which will be his last meeting.

Administrative and Outreach Coordinator – Kitty O'Keefe –

Executive Director Report: Josh Thomas- Josh updated several of components on the project tracker

- The OUNC is officially active with the State as an organization
- Worked with OCC on NXT roll out
- Coordinated with OCC on finalizing the contract with the call center

- Recommended trying the “Meeting Owl Pro” as a solution for hybrid meetings
- Josh is continuing to make progress in hiring Kitty as a state employee
- Will be working with Alba on Treasurer transition plan
- Will be looking at a financial review or audit
- Will be working with Lynsay Demko on the transition of the DIRT reports

Phil Boyle made a motion to purchase a Meeting Owl Pro for up to \$1,000. Mitch Burghelea seconded the motion. [Vote record 09-08-21-02.](#)

Committee Reports:

Budget and Audit Committee: Alba Dawn Hickson: Next meeting scheduled for October. Josh brought up reserve amount and potential terrif increase

Contracts Committee: Nate Rivera – Not present

Damage Reporting/Dirt: No Chair- Josh will be working with Lynsay Demko on transition of the report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – Nothing to report

Policy & Procedures Committee: John Eckis – Not present

Publicity Committee: Scott Crosby – Pendelton Round up next week. The online store has had a 20% increase over last year. Class 3 vest for sale for \$14 with the OUNC paying the other half.

Training and Education Committee: Mitch Burghelea – Mitch reported that on August 26th held a virtual locator class. Oct 21 will be first in person locator training. Nov 17-18 will be excavator training. 20% increase over 2020 for online excavator training.

Membership: Phil Boyle: Phil is still waiting for a response from the Governor’s office for Dale Bromaghin, Kyle Thomas and Alba Vogland. Alba will send an email removing her request for appointment.

Jaimie Lemke will be applying for appointment for Distribution Natural Gas seat.

Ryan is working on a replacement for his seat
 League of Cities has been reached out to fill the 2 upcoming city positions
 Need to reach out to the association of county
 Kevin Hennessey will be submitting his application to replace Phil Boyle with the PUC

Oregon Utilities Coordinating Council (OUCC) Report: Kyle reported that the OUCC met yesterday. The OUCC will be spending \$15,000 in digital and other media state wide. The OCC will also contribute \$10,000 towards 2022 Joint States funding leaving approximately \$7,000 in reserve for local councils.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that the OUNC and PERS have come to an agreement and all employees will be covered moving forward.

The committee is looking to have one more meeting before recommending dissolve of the committee

Micah shared we are on the final stretch

National Industry News: NULCA, CGA, Open Discussion: OCC Users Group is scheduled to go on.

Old business: None

New Business: Josh shared update with DAS. The state is requiring certain training for board members and employees. Josh will follow up with the board
Scott Crosby shared support of the value of these kind of trainings

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.

Mitch Burghlea made a motion to adjourn the meeting. Paul Schmidt seconded the motion. **Vote record 09-08-21-03.**

Meeting Adjourned.

Voting Record
Motion 09-08-21-01

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
N P	Tim Smith Cities Population <25K		Cities Population >25K	N P	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 = 10

No = 0

Not Present = 5

Voting Record
Motion 09-08-21-02

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
N P	Tim Smith Cities Population <25K		Cities Population >25K	N P	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
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Summary

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No = 0

Not Present = 5

Voting Record
Motion 09-08-21-03

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
N P	Tim Smith Cities Population <25K		Cities Population >25K	N P	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
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Summary

Yes = 11

No = 0

Not Present = 4