

**Final Meeting Minutes**  
**November 10, 2021**  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**

Meeting Hilton Garden Inn, 30800 SW Parkway Ave Wilsonville, OR 97070. Also available on Zoom

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

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

Others in attendance were: Josh Thomas - OUNC Executive Director, Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Kyle Thomas – City of Bend, Jaimie Lemke- NW Natural, Kevin Hennessy- OPUC, Sean Tarter- City of Pendleton, Jim Walton- Line Scape

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

**Safety Moment** – Paul Schmidt- Reminds the group of the importance of awareness in regards to driving on job sites as well as being aware of employees and signs that an employee might be under the influence

**Adopt Previous Board Meeting Minutes:** Alba Vogland moved to accept the October minutes as amended, Paul Schmidt seconded **vote record 11-10-21-01.**

**Open Testimony:** None

**OUNC Operations Report:** Scott Gallegos

**October 2021 Highlights**

**Incoming Tickets** – 28,720

Down 8.93% from October 2020

Up 4.67% YTD from 2020

**Outgoing Tickets** – 158,301

Down 13.68% from October 2020

Up 1.73% YTD from 2020

**In/Out Ratio** - 5.51

5.82 in October 2020

last month was 5.65%

**ITIC Tickets** – 20,709

% ITIC – 72.11%

% in 2020 – 69.27%

7th month in a row over 70%

Micah shared concerns around the AI description to area of excavation when there

**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 July, August and September treasurer reports

Johnny Sapp made a motion to accept the July, August and September treasurers' reports. Melanie Lewis seconded. [vote record 11-10-21-02](#)

Jessica Epley made a motion to amend the previous motions to include accepting the August and September treasurers reports as well. Connor Toney seconded. [vote record 11-10-21-03](#)

Johnny asked if there is a process to audit the Executive Directors expenses. Micah said the he approves them and they are working on a process to make this available to the board.

**Board of Directors Officer's Reports:**

**Chair's Report:** Micah Brown – Nothing to report

**Vice Chair Report:** Melanie Lewis – Nothing to report

**Treasurer Report:** Alba Dawn Vogland – Nothing to report

**Secretary Report:** Paul Schmidt- Nothing to report

**PUC Representative Report:** Phil Boyle – Nothing to report

**Administrative and Outreach Coordinator** – Kitty O’Keefe

- Mitch had asked for some feedback via survey asking if the locate class participants would prefer more outside time, which they acknowledged.
  - Mitch will work with Bob on this
- Continue to work with OCC on getting out the word on NXT
- Kitty met with Scott Gallegos and Phil Gioja to discuss an ITIC training module
- Kitty presented the 2022 proposed meeting schedule
  - Melanie suggested that the excavator training be connected to the board meetings
  - Josh Thomas wanted to note that some of the locations are challenging for some to make
  - Scott Crosby recommended that the distance locations be every other month
  - Jaimie asked what kind of outreach we do to get local involvement

**Executive Director Report:** Josh Thomas- Thanked everyone for the extra time committed to help with this transition

- Josh will be sending out his weekly newsletter on a biweekly basis with updates weekly
- Josh shared general updates from Budget and Audit and Policy and Procedures committees
- Updated status on hiring Kitty
- Finalizing PERS paperwork for Josh and Kitty
- Working on a travel budget for Josh and Kitty outside of board meetings (CGA, Users Group, etc)
- Josh brought up a conversation around a board retreat
- Looking at a plan for work in 2022
- Josh is looking to address the board orientation process
- Looking more into earned media options
- There will be a short session in the legislation this year and will be working on a plan to monitor that
- Looking to establish an audit as this year will be when it is called for
- Melanie asked for an update on the status of the contract with OCC
  - Micah asked that the finalized contract be presented to the board before execution
- Micah brought up the idea of providing a piece of equipment like a tablet to create a universal platform for everyone to work from
  - Josh shared what expectations he would want for this
  - Discussion followed with many different options

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## Committee Reports:

**Budget and Audit Committee:** Alba Vogland- The committee met and Josh presented that he has made some updates to the budget spreadsheet. Josh reviewed highlights from the meeting and shared the current budget proposal.

Scott Crosby shared budget proposal highlights from the Publicity committee

Mitch shared budget proposal highlights from the Training and Education committee

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**Contracts Committee:** Nate Rivera – no contracts submitted to be reviewed

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**Damage Reporting/Dirt:** No Chair- Josh shared that he needs to meet with Lynsay Demko for a DIRT handoff

**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – Have not met as a committee since last meeting

Moving forward the focus of the committee is going to be on wording for a survey project.

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**Policy & Procedures Committee:** John Eckis – John shared that the proposed changes to the Policy and Procedures manual have been emailed out to board members.

Josh discussed some additions and edits to the procedures

Melanie shared some edit ideas.

Micah recommended that this go back to the committee

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**Publicity Committee:** Scott Crosby -

- Met with the Hillsboro Hops who are offering twice as many games for a small upcharge

Scott Crosby made a motion to move \$10,000 from the budget line item 518 (calendars) to 515.1 (Dormers).  
Melanie Lewis seconded [vote record 11-10-21-04](#)

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**Training and Education Committee:** Mitch Burghlelea -

- ITIC NXT training will be added to Safe Excavating 101
- Safe excavation training scheduled for the 16<sup>th</sup>
  - Only 9 people scheduled at this time for the 2 classes
  - Melanie suggested we make a virtual option for this
- 368 people have taken the on-line excavator training in 2021
- Royal media is pushing attendance for the excavator training

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**Membership:** Vacant -

- Work day system will be used to get new members trained
- Josh will check the status of all members in the application phase

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**Oregon Utilities Coordinating Council (OUCC) Report:** Alba Vogland

- Next meeting scheduled for December 7th

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**Executive Director Selection Committee:** Ryan Sandhu- Ryan's replacement recommendation will be coming soon.

Agreement with PERs has been finalized

Hoping to have one more committee meeting then plan to suggest to sunset the committee

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**National Industry News: NULCA, CGA, Open Discussion:** Nothing to report

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**Old business:**

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**New Business:**

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**Board went into emergency executive session-**

Board will be extending offer to Kitty for employment

**Good of the Order:**

Paul Schmidt made a motion to adjourn the meeting. Johnny Sapp seconded the motion. **vote record 11-10-21-05.**

**Meeting Adjourned.**

**Voting Record**  
**Motion 11-10-21-01**

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

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 2**

**Voting Record**  
**Motion 11-10-21-02**

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

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 2**

**Voting Record**  
**Motion 11-10-21-03**

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

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 2**

**Voting Record**  
**Motion 11-10-21-04**

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

**Summary**

**Yes = 13**

**No = 0**

**Not Present = 2**

**Voting Record**  
**Motion 11-10-21-05**

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

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 4**