

Final Meeting Minutes
January 12, 2022
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS
Meeting available on Zoom

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

	Open OUCC	X	Micah Brown NULCA	X	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
	Cities Population <25K		Cities Population >25K	O	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
	OPUC	O	John Eckis Telecom Cooperatives	X	Connor Toney Excavators	X	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, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Jaimie Lemke- NW Natural, Andy Crocker, Rockwood Water, Sean Tarter- City of Pendleton, John Avery, Greg Ford- Avista Utilities

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

Safety Moment – Paul Schmidt shared a reminder to avoid wearing jewelry on job sites. Paul shared an example of how a wedding ring almost caused the loss of a finger after getting caught on a jobsite drop box (construction waste container).

Adopt Previous Board Meeting Minutes: Paul Schmidt moved to accept the December minutes as amended, Melanie Lewis seconded **vote record 1-12-22-01.**

Open Testimony: None

OUNC Operations Report: Scott Gallegos

December 2021 Highlights

Incoming Tickets – 21,435
Down 11.78% from December 2020
Up 3.53% YTD from 2020

Outgoing Tickets – 114,203
Down 18.88% from December 2020
Up 0.06% YTD from 2020

In/Out Ratio - 5.33
5.79 in December 2020
last month was 5.47

ITIC Tickets – 15,480
% ITIC – 72.22%
% in 2020 – 76.48%
9th month in a row over 70%

Nate Rivera started a discussion to help better understand the decrease in the in/out ratio. Discussion followed with updates on ticket pricing and exemptions

OCC to follow up with findings

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

Treasurer Report: Alba Dawn Vogland. Alba shared the December treasurer reports

Paul Schmidt made a motion to accept the December treasurers' reports. Scott Crosby seconded. [vote record 1-12-22-02](#)

Nate Rivera asked about the executive board spending line item 531. Discussion followed and it was determined to be found and redirected for the future budget Alba asked Kitty to move this expense to the appropriate line item in regards to the 2021 expense to the State of Oregon DAS

Nate Rivera made a motion to amend the December treasurers' reports with the change to move the insurance charge to line item 500 from 531. Paul Schmidt seconded. [vote record 1-12-22-03](#)

Melanie needs to be added to all OUNC accounts and Alba needs to be removed. Discussion followed regarding the vacancy in the Treasurer position. Jessica suggested that The Book Keeping Company be involved in the presentation of the Treasurers report.

Melanie Lewis made a motion to add Melanie Lewis to the Riverview Community Credit Union account #01616515988 and Umpqua Bank account # 04992736173 and to remove Alba Dawn Vogland from these accounts. Discussion followed and Micah proposed to table the discussion [vote record 1-12-22-04](#)

Jessica Epley made a motion to remove Alba Dawn Vogland from the Riverview Community Credit Union account #01616515988 and Umpqua Bank account # 04992736173. Melanie Lewis seconded. **vote record 1-12-22-05**

Melanie brought up that the Umpqua CD is maturing at the end of February and this is being looked at with Josh. Melanie would like to bring this information to the board next month.

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Looking to stay virtual until there is further direction from the Governor's office.

Vice Chair Report: Melanie Lewis – Melanie wanted to take a moment to reflect on 2021 and wanted to express appreciation to the Damage Prevention team that makes up this board and wanted to thank the board for all of the work that has been accomplished.

Melanie suggested the OUNC puts out a “year in review” update for 2021. She would like to ask the board to provide what was the greatest accomplishments of 2021.

- Melanie- The communication to work together within the board to manage the board turnover and the hiring of Josh and Kitty
- Nate- Renewing contract with OCC created long term stability and the impact that having a full board provides.
- Jessica- Improved structure and organization
- Alba- Moving from a hands-on board to more of an oversight committee
- Paul- The openness of all of the long-term members and the support that they have offered the newer members.
- Brewster- The implementation of the ITIC NXT
- Connor- Thankful for the participation by all of the other board members
- Frank- Appreciate the confidence in our abilities and look forward to the future or partnership with OUNC
- Scott G.- Appreciated the grace in transition from board chair to OCC General Manager
- Jaimie- Appreciate the sensitivity to bringing on new board members. Looking forward to the work the board is doing in public outreach
- Kim- Appreciated the welcomeness from the board
- Mitch- Acknowledged the continued challenges of promoting during these trying times. Proud to have kept training and education relevant
- Scott C.- Acknowledged all of the points previously made, thankful for all of the work being accomplished by a relatively new board

- Sean- Looking forward to work with this group as he steps into his new role
- Micah- Recognized the things that have been said and the support that has been given to his transition to chair. Micah also wanted to mention appreciation for the recent board members that have stepped down
- Kitty- Mentioned her love for the board and the upcoming new members. She also mentioned the value that the OCC creative team has brought.
- Josh- Brought up the value of bringing all of the systems and processes that have been implemented to keep the board safe and legal. Appreciated the partnership with Frank, Scott, Greg and Kim with OCC. He recognized Kitty's contribution to the success of the board.

Treasurer Report: Alba Vogland, Melanie Lewis (Interim) – Nothing to report

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Vacant – Josh updated that Kevin Hennessey will be presenting some findings on a report that spoke to the value of 811.

Administrative and Outreach Coordinator – Kitty O'Keefe

- Kitty updated the group on the online excavator training module additions
 - Complaint process module
 - NXT module
- OCC creative team created new slide for the complaint process
- Transitioned to OCC creative team to manage the OUNC website
- Oregon811 gear should be on the way or available to order

Executive Director Report: Josh Thomas-

- Mid Oregon construction summit has been pushed out to 2023
 - Shared that line-item updates are to come for budget
 - Full audit planned for 2022
 - Rate increase discussion still pending
 - DIRT report meeting will be rescheduled
 - On the final stages of getting Kitty hired
 - Looking at topic areas for the upcoming board retreat
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Committee Reports:

Budget and Audit Committee: Alba Vogland- Josh shared budget update.

Nate asked Josh how we are cash flowing and Josh explained our current status

Contracts Committee: Nate Rivera – Josh shared that we will need some contracts for Publicity and Education

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 – Nothing to report

Policy & Procedures Committee: John Eckis – Josh shared that he intends to have an update ready for next month.

Josh mentioned new policies around late fees, collections and abandoned accounts related with OCC

Publicity Committee: Scott Crosby – Last week Kitty and Scott met with Alpha media to get an update. These programs are working well.

Scott briefly updated the status of Royal Media

Josh updated the Mike Rowe status and how we will be able to continue using that program

Training and Education Committee: Mitch Burghlea -

- February class will be moved from in person to virtual
 - Committee meeting on Jan 18th
 - 2021 had great numbers for virtual training
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Membership: Vacant -

- Josh updated the status on all positions
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Oregon Utilities Coordinating Council (OUCC) Report: Alba Vogland- Nothing to report

Executive Director Selection Committee: Ryan Sandhu- Not present

National Industry News: NULCA, CGA, Open Discussion: Kitty mentioned that the OUNC is now a member of the CGA

Old business: Josh shared potential travel requests for CGA and the Nebraska Safety Summit for Kitty

New Business:

Good of the Order:

Nate Rivera made a motion to adjourn the meeting. Jessica Epley seconded the motion. [vote record 1-12-22-06](#)

Meeting Adjourned.

Voting Record
Motion 1-12-22-01

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

No = 0

Not Present = 3

Voting Record
Motion 1-12-22-02

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

Yes = 10

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Not Present = 3

Voting Record
Motion 1-12-22-03

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
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Voting Record
Motion 1-12-22-04

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**Voting Record
Motion 1-12-22-05**

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Y	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
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Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Voting Record
Motion 1-12-22-06

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