

Approved Meeting Minutes
 April 13, 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	O	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	P	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	O	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, Kyle Thomas- Dept of Forestry, Kevin Hennessy- OPUC, Andy Crocker- Rockwood Water, Jim Walton- Linescape

Introductions: Melanie Lewis welcomed everyone to the meeting and introductions were completed.

Safety Moment – Not presented

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the March minutes as amended, Jessica Epley seconded. The motion was opposed **vote record 4-13-22-01**

Nate Rivera moved to table the March minutes until the May meeting, Jessica Epley seconded **vote record 4-13-22-02** Johnny abstained

Open Testimony: None

OUNC Operations Report: Scott Gallegos

March 2022 Highlights

**Incoming
Tickets**

35,104 Down 1.06% from Mar 2021
Up 2.81% YTD from 2021

**Outgoing
Tickets**

193,767 Down 5.96% from Mar 2021
Down 2.79% YTD from 2021

In/Out Ratio

5.52 5.81 Mar 2021

ITIC Tickets

25,153 **% ITIC**
71.65% of total locates
72.45% in Mar of 2021
54.50% were NXT
55.38% month to date

Scott said member testing with the Ticket Time Extension started this morning. Members will have 60 days to complete testing.

Scott shared that the NXT sunsetting eblast went out this morning as well.

Discussion was had around the steady decline in the in and out ratio. The Policy and Procedures committee will evaluate the value of continuing fax and call out communications.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports for the current month.

Treasurer Report: Melanie Lewis. Melanie provided the treasurers report.

Jessica Epley made a motion to accept the February treasurers' reports. Nate Rivera seconded. [vote record 4-13-22-03](#)

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Not in attendance

Vice Chair Report: Melanie Lewis – Nothing to report

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

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Kevin Hennessey – Kevin reported that PHMSA asked if we are including dredging in the definition of excavation. Kevin does not expect the board to need to make any changes. Discussion followed.

Administrative and Outreach Coordinator – Kitty O’Keefe

- Will share a presentation next month on all ongoing activities

Executive Director Report: Josh Thomas-

- Updating policy and procedures plan
- Updated on NXT roll out
 - the cut over date will be July 1st at the latest
 - May 20th will be set as the date if a high enough percentage is made
- Safe digging month declaration is officially in April
- Josh shared that there has been some movement for the 9 members waiting for appointment
- The board has been approved to be a part of the local government investment program
- The board collaboration project using Microsoft 365 is ongoing but moving
- Tariff communication plan
- Retreat planning is ongoing
- Josh shared some highlights from the CGA
 - One big theme was mapping and GIS
 - Utilisource is using GPS for location and depth mapping
 - Great networking and chances to meet with other EDs
 - Emphasis on data quality
 - Report of waste in the locate system
 - Some heated discussion incurred
 - Gold Shovel is combining with CGA
 - The value in rethinking communication with excavators that don’t consider themselves excavators (flatwork, etc...)
 - Focus on the
 - Cost of repairs
 - It’s a free service

- Tree and shovel tagging is happening in several states
 - Not a notable change in damages as a result
 - Thoughts are that when people are buying these products it is too late to get them to call
 - Next meeting is in Orlando in 2023
-

Committee Reports:

Budget and Audit Committee: Melanie Lewis- Melanie says the committee is recommending a rate increase to \$1.35 in July and \$1.40 in 2023. They are also recommending that Josh put together a communication to the member utilities.

Jessica asked if we have to do an economic impact study. Discussion followed that concluded by suggesting that the board goes through a reasonable process to notify members.

Kyle suggested the board do their best to repeat previous processes of rate evaluation.

Reason for the rate increase is to cover current decisions made by the board. The rate increase suggested will be revisited after an evaluation of finances as well as after the board retreat and future strategic plan.

Kevin reminded the group that the board's intended/legislative direction, is to run the call center and administrative rules.

Jessica Epley made a motion to task Josh with creating a strategic plan related including a budget analysis to ticket pricing for consideration and next month's meeting. Nate Rivera seconded. [vote record 4-13-22-04](#)

A competitive process has been initiated in finding a company to perform a financial audit. Josh has created a letter to send out requesting bids.

Jessica Epley made a motion to move forward a competitive bid for a financial audit. Paul Schmidt seconded. [vote record 4-13-22-05](#)

Contracts Committee: Nate Rivera – Nate participated in discussion around budget and audit committee

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Scott Gallegos shared a high-level description of the Design Information Locate process.

Jessica Epley made a motion to move Tariff committee to Budget and Audit committee. Mitch Burghlea seconded. [vote record 4-13-22-06](#) Johnny Sapp abstained
Micah recommended that the following header codes are removed,

Jessica Epley made a motion to remove the header codes Non-emergency, Priority and Short Notice and only have Emergency, Meet, 2 Full Business and Survey. Mitch Burghlelea seconded. **vote record 4-13-22-07** Johnny opposed

Discussion followed around the Unmarked lines OAR and the possibility of adding a new header code.

Policy & Procedures Committee: Jessica Epley – Jessica shared they have met once since the last meeting.

Jessica shared updates of sections 2, 3, 4 and 5.

Jessica Epley made a motion to accept the proposed changes made by the committee to chapters 2, 3, 4 and 5. Paul Schmidt seconded. **vote record 4-13-22-08**

Publicity Committee: Scott Crosby – Josh updated the group on ongoing programs

- radio and digital work
- CarVertise.
- Dozer Days
- Locator safety and appreciation week April 24-30

Training and Education Committee: Mitch Burghlelea -

- Excavation Safety Class are not set yet
 - Josh is working on this
- Locator training is going well
 - Virtual is getting out to a large group
 - Next month is an in-person training
- Mitch is planning a committee meeting in a few weeks
- Working on an information sheet for homeowners who request locates and how it can be attached to emailed tickets.
- Mitch recommended reviewing the current T & E budget as some large expenses will not be needed

Membership: Vacant -

- Josh updated that the governor’s office is moving forward with work on all applicants

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Scott Gallegos updated the group on Joint States

Executive Director Selection Committee: Ryan Sandhu- No report

National Industry News: NULCA, CGA, Open Discussion:

Old business:

New Business:

Good of the Order:

Mitch asked for an update on complaints from Kevin

Kevin replied that they are looking at 11 right now in various stages of the process. Kevin again offered to share complaint data to board members. Kevin again requested from the board a list of data in a report they would like to get.

Micah will add this request to the OAR committee agenda

Jessica suggested we add a meeting notice for after the retreat.

Micah Brown made a motion to adjourn the meeting. Nate Rivera seconded the motion. **vote record 4-13-22-09**

Meeting Adjourned.

**Voting Record
Motion 4-13-22-01**

	Open OUCC	N P	Micah Brown NULCA	N P	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	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 8

No = 0

Not Present = 5

Abstained= 0

**Voting Record
Motion 4-13-22-02**

	Open OUCC	N P	Micah Brown NULCA	N P	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	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 7

No = 0

Not Present = 5

Abstained= 1

**Voting Record
Motion 4-13-22-03**

	Open OUCC	N P	Micah Brown NULCA	N P	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	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 8

No = 0

Not Present = 5

Abstained= 0

Voting Record
Motion 4-13-22-04

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 9

No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 4-13-22-05

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 9

No = 0

Not Present = 4

Abstained= 0

Voting Record
Motion 4-13-22-06

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 8

No = 0

Not Present = 4

Abstained= 1

Voting Record
Motion 4-13-22-07

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 8

No = 1

Not Present = 4

Abstained= 0

**Voting Record
Motion 4-13-22-08**

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 9

No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 4-13-22-09

	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		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	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	N P	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
					Open Public Utility Districts		Open Railroads

Summary

Yes = 9

No = 0

Not Present = 4

Abstained = 0