

Meeting Minutes  
 June 8, 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

X	Kyle Thomas OUCC	X	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	P	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
P	Sean Tarter Cities Population <25K		Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
	OPUC	O	John Eckis Telecom Cooperatives	P	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	P	Brewster Whitmire Electric Cooperatives	P	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				P	Megan Moore 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, Kevin Hennessy- OPUC, Andy Crocker- Rockwood Water, Lee Tumminello- City of Portland

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

**Safety Moment** – Paul Schmidt- Paul shared a reminder on the purpose of the OUNC, OUCC and the regional zones is around education, training and resources. Creating confidence in the excavation community around the dig laws and the process is key to the success of our mission.

**Adopt Previous Board Meeting Minutes:** Alba Vogland moved to accept the May minutes, Kyle Thomas seconded. vote record 6-08-22-01

**Open Testimony:** None

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**OUNC Operations Report: Scott Gallegos**

**May 2022 Highlights**

**Incoming  
Tickets**

32,058      Up 0.11% from May 2022  
Down 0.33% YTD from 2022

**Outgoing  
Tickets**

181,184      Down 1.36% from May 2021  
Down 4.89% YTD from 2021

**In/Out Ratio**

5.65      5.74 May 2021

**ITIC Tickets**

22,896      **% ITIC**  
71.42% of total locates  
71.60% in May of 2021  
62.30% were NXT in May  
67.93% month to date

Scott said member testing with the Ticket Time Extension is underway. Members will have 60 days to complete testing. First ticket went out 4-13-22 and should wrap up on 6/12/22.

Scott recommended we stick with the July 1 cutover date for NXT.

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

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

Melanie shared that we are currently over on budget but she feels we will be on track by the end of the year. There is also still a substantial reserve.

Nate Rivera made a motion to accept the April treasurers' reports. Paul Schmidt seconded. **vote record 6-08-22-02**

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

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

**Vice Chair Report:** Melanie Lewis – Melanie took the moment to welcome the new members and remind them that they all have voices and would love to hear from you

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

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

**PUC Representative Report:** Kevin Hennessey – Kevin is working with the commissions IT group to get ahead of the board’s request to provide good data back to the board that lines up with the CGA DIRT reports.

A lot of complaints have been coming in but there are also a lot of dismissals due to inadequate information. The PUC is working to provide an easier process to determine a damage issue.

Lee asked Kevin on where a list of data points could be found. The board has a list and will get it to her.

Mitch asked what kind of percentage gets dismissed. Kevin explained that the commission is careful to not be in a position to coach a complainant. The PUC has found that a one-on-one outreach has worked best to get them in line.

Discussion followed

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

**Executive Director Report:** Josh Thomas-

- Josh welcomed the new members
- Onboarding process has begun for new members
- Josh would like new members to do a visit to the call center
  - Josh will work with Scott to find the best time
- Tarif communications are underway
- Financial Audit
  - Only one response
- New excavator training had its first showing on Jun 7<sup>th</sup> in Klamath Falls
- ITIC NXT cut over planned for July 1
- LGIP account transfer is forthcoming
- DIRT report output coming

Mitch asked if there will be a training schedule for Josh’s training.

- Josh replied that there will be an effort to get the word out
- Josh expressed concerns about this possibly becoming a little overwhelming depending on interest
- Discussion followed regarding on-line training

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**Committee Reports:**

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – The committee met in May.

Discussion happened around the DIR/DLR rule. This has been referred to the DOJ and will come back to the board with their feedback.

Some discussion occurred around recreating a manual or going to an on-line only document

Discussion also happened around enforcement and data desired from the commission.

- Josh will put together a report for the board in an effort to get this requested data to Kevin in an issue summary

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**Policy & Procedures Committee:** Jessica Epley –All have received a copy of the issue summary.

The committee is now working on the board bi-laws. Jessica Epley

Jessica Epley made a motion for adoption of the revision of the bi-laws as recommended by the Policy and Procedures Committee and outlined before the Board and as amended by the Board today.. Paul Schmidt seconded. [vote record 6-08-22-03](#) Sean was not present

One more meeting is scheduled for next month to wrap up the employee manual.

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**Publicity Committee:** Scott Crosby – Josh updated the board on results of active campaigns but will provide more info when Scott is available

Carvertise cars are wrapped and rolling

JJ Harrison will be working the St. Paul Rodeo as part of a sponsorship from the board

Micah asked if the board was interested in sponsoring a team at the MUCC golf tournament.

Nate Rivera made a motion to sponsor the MUCC golf event as a towel sponsor up to \$2,000. Jessica Epley seconded. [vote record 6-08-22-04](#) Kyle Thomas abstained

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**Budget and Audit Committee:** Melanie Lewis – Melanie updated the Board on the responses to the RFP put out. Only one company responded, Aldrich, at a cost of \$25,000 and would be completed by the end of 2022.

Discussion followed regarding whether to do the audit with 2022 budget or put it into the 2023 budget.

Melanie Lewis made a motion to hire Aldrich to do a financial audit up to \$28,000, which could include The Bookkeeping Company. Jessica Epley seconded. [vote record 6-08-22-05](#)

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**Training and Education Committee:** Mitch Burghlea –

- Excavator training has begun and will start to be scheduled
- Kitty is working on some signs
- Mitch mentioned that we have an on-line training class in place now and if anyone has any recommendations for additions to please let Mitch know

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**Oregon Utilities Coordinating Council (OUCC) Report:** Kyle Thomas- Kyle shared that we had good turnout at the meeting yesterday.

The council is making an effort to breathe life back into the life of some of the flailing councils. The OUNC is encouraged to attend both the state and local UCC meetings

Kyle mentioned the Joint States meeting to be held August 30-September 1

Kyle shared the continued efforts with Wicks Emmett, the accounting firm hired by the council to aid all of the local councils.

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**National Industry News: NULCA, CGA, Open Discussion:**

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**Old business:**

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**New Business:**

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**Good of the Order:** Kyle thanked Josh for the quick adaptation for the issue summary and asked if it is a value add for the board.

Josh thanked Kitty for the work she put in to the meeting.

Paul Schmidt made a motion to adjourn the meeting. Alba Vogelnd seconded the motion. **vote record 6-08-22-06**

**Meeting Adjourned.**

**Voting Record**  
**Motion 6-08-22-01**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N P</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Ryan Sandhu</b> Special Districts
<b>Y</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Jaimie Lemke</b> 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>Sean Tarter</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>N P</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>Y</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>Y</b>	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open National Telecom Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open Railroads</b>

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 3**

**Abstained = 0**

**Voting Record**  
**Motion 6-08-22-02**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b> <b>P</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	<b>Y</b>	<b>Jaimie Lemke</b> 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>Sean Tarter</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>N</b> <b>P</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>Y</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>Y</b>	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open</b> <b>National Telecom</b> <b>Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open</b> Railroads

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 3**

**Abstained = 0**

**Voting Record**  
**Motion 6-08-22-03**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b> <b>P</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	<b>Y</b>	<b>Jaimie Lemke</b> Natural Gas Distribution	<b>Y</b>	<b>Melanie Lewis</b> Regulated Electric	<b>Y</b>	<b>Alba Dawn Vogland</b> Counties
<b>N</b> <b>P</b>	<b>Sean Tarter</b> Cities Population <25K		Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlelea</b> Cable TV
	OPUC	<b>N</b> <b>P</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>Y</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>Y</b>	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open</b> <b>National Telecom</b> <b>Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open</b> Railroads

**Summary**

**Yes = 14**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 6-08-22-04**

<b>A</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b> <b>P</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	<b>Y</b>	<b>Jaimie Lemke</b> 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>Sean Tarter</b> Cities Population <25K		Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghelea</b> Cable TV
	OPUC	<b>N</b> <b>P</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>Y</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>Y</b>	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open</b> <b>National Telecom</b> <b>Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open</b> Railroads

**Summary**

**Yes = 14**

**No = 0**

**Not Present = 3**

**Abstained = 1**

**Voting Record**  
**Motion 6-08-22-05**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>N</b> <b>P</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	<b>Y</b>	<b>Jaimie Lemke</b> 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>Sean Tarter</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>N</b> <b>P</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>Y</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>Y</b>	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open</b> <b>National Telecom</b> <b>Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open</b> Railroads

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 3**

**Abstained = 0**

**Voting Record**  
**Motion 6-08-22-06**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	N P	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Ryan Sandhu</b> Special Districts
Y	<b>Nathan Rivera</b> Municipal Electric	Y	<b>Jaimie Lemke</b> Natural Gas Distribution	Y	<b>Melanie Lewis</b> Regulated Electric	Y	<b>Alba Dawn Vogland</b> Counties
Y	<b>Sean Tarter</b> Cities Population <25K		Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlelea</b> Cable TV
	OPUC	N P	<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	Y	<b>Brewster Whitmire</b> Electric Cooperatives	Y	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline		<b>Open National Telecom Damage Prevention</b>
				Y	<b>Megan Moore</b> Public Utility Districts		<b>Open Railroads</b>

**Summary**

**Yes = 15**

**No = 0**

**Not Present = 3**

**Abstained= 0**

