

Meeting Minutes
August 10, 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	X	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
X	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	O	Melanie Lewis Regulated Electric	O	Alba Dawn Vogland Counties
P	Sean Tarter Cities Population <25K		Cities Population >25K	P	Johnny Sapp ODOT	O	Mitch Burghlea Cable TV
	OPUC		Telecom Cooperatives	P	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	O	Brewster Whitmire Electric Cooperatives	X	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				O	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, Andy Crocker-Rockwood Water, Lee Tumminello- City of Portland, Aaron Nakano-LineScape, Kevin Hennessy-OPUC, Aaron Gold- Honeywell

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

Safety Moment – Paul Schmidt- Paul shared an incident where a driver who wasn’t paying attention and accidently ran into another vehicle. Later, it was found that none of the information needed had been collected. As a reminder, even a small incident can grow into a much larger event to include OSHA involvement. Always to remember to document elements in

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the July minutes as amended, Paul Schmidt seconded. **vote record 8-10-22-01**

Open Testimony: None

OUNC Operations Report: Scott Gallegos

July 2022 Highlights

**Incoming
Tickets**

29,820 Down 4.59% from July 2021
 Down 0.4% YTD from 2021

**Outgoing
Tickets**

146,822 Down 6.57% from July 2021
 Down 4.26% YTD from 2021

In/Out Ratio

5.53 5.64 July 2021

ITIC Tickets

21,056 **% ITIC**
 70.61% of total locates
 72.40% in July of 2021

Scott updated the board on the contractual update that took place on July 1.

- New rates
 - Contractual adjustment allows for 1.5-2.75% increase depending on which is higher
 - Actual CPI increase was 7.17%
 - Base price has been adjusted from \$5.81 to 5.97
 - \$5.97 for called in tickets
 - \$5.31 for ITICs with updates made by user
 - \$4.99 for ITICs with text only entered by user
 - \$4.47 for ITICs with text and mapping entered by user

Scott updated the board that both the improved readability of driving directions and marking instructions as well as the enhanced excel output features have been assigned to developers and are marked as “High” priority.

Adding information for homeowners to the homeowner response ticket will be in the next phase

Scott will get together with Josh and Frank to run through the past due report

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

Treasurer Report: Melanie Lewis. Josh provided the treasurers report and budget update.

Discussion followed regarding revenue related to in and ratio and potentially forecasting better.

Nate Rivera made a motion to accept the June treasurers' reports. Jessica Epley seconded. **vote record 8-10-22-02**

Josh said that they are going to purchase a tablet to assist in sign ins at events as well as other things.

Dale mentioned that his company is using QR codes for sign ins.

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Nothing to report

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 shared that Josh had reached out and shared a list of items member feel are important/valuable to receive via reporting from the PUC.

Kevin does not have a time frame at this point.

Micah shared some data points that the board would be interested in receiving.

Discussion followed regarding water districts

Kevin shared that there was a complaint presented where a homeowner was asked to register their sewer laterals.

Scott will look into how many homeowners are registered with sewer laterals.

The Board has directed the call center to not accept homeowners as members with private sewer laterals

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh asked who all would be attending the OCC User's Group Sept 27-29
 - Dale, Nate, Lee and Josh are interested

Jessica Epley made a motion to send a total of 3 additional board members to the OCC User's Group on top of the one paid for by OCC. Dale Bromaghin seconded. **vote record 8-10-22-03**. Nate Rivera recused himself.

- Josh updated the group on incoming members
- Kitty updated the group on Joint States registration
- Josh updated the group on the audit process

- Excavator training is going well and is receiving positive feedback
 - Josh would like to see a train the trainer process work for this
 - Josh asked if there was interest for the board to have outside training come into the board 3 to 4 times a year
-

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – nothing new to report. A meeting will be scheduled

Publicity Committee: Scott Crosby – Josh updated the board on the ongoing campaigns

- 811 day
 - Hillsboro Hops
 - Looking at a hybrid proposal for quick website maintenance
 - Website is being updated with ongoing proposals
 - Looking to be featured at the capital during the next session
 - Asking to ride the 811 Bike at an Oregon Ducks game
-

Budget Audit and Tariff Committee: Melanie Lewis – Josh shared previously mentioned updates

Training and Education Committee: Mitch Burghelea – Kitty mentioned the ongoing training that Josh is doing

Policy and Procedures Committee: Jessica Epley – Nothing to report

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas-

Kyle mentioned joint states and Scott updated the group on the North Coast UCC's status

National Industry News: NULCA, CGA, Open Discussion: OCC Users group the 26th-29th in Washington DC

Old business:

New Business:

Nate Rivera would like to get an update on whether we will be making any legislative intentions.

Good of the Order:

Micah suggested we have the first break be 20 minutes.

Nate Rivera made a motion to adjourn the meeting. Paul Schmidt seconded the motion. [vote record 8-10-22-04](#)

Meeting Adjourned.

Voting Record

Motion 8-1-22-01

Y	Kyle Thomas 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	Y	Jaimie Lemke Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K		Cities Population >25K	Y	Johnny Sapp ODOT	N P	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	Y	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				N P	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 10

No = 0

Not Present = 8

Abstained = 0

Voting Record
Motion 8-1-22-02

Y	Kyle Thomas 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	Y	Jaimie Lemke Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Alba Dawn Vogland Counties
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				N P	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 10

No = 0

Not Present = 8

Abstained= 0

Voting Record
Motion 8-1-22-03

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

Summary

Yes = 9

No = 0

Not Present = 8

Abstained= 1

Voting Record
Motion 8-1-22-04

Y	Kyle Thomas 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	Y	Jaimie Lemke Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	N P	Alba Dawn Vogland Counties
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Summary

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Not Present = 8

Abstained= 0