

DRAFT Meeting Minutes
October 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

P	Kyle Thomas OUCC	X	Micah Brown NULCA	P	Scott Crosby Regulated Telecom <50K Access Lines	P	Andy Crocker Special Districts
P	Nathan Rivera Municipal Electric	P	Jaimie Lemke Natural Gas Distribution	O	Melanie Lewis Regulated Electric	P	Alba Dawn Vogland Counties
P	Sean Tarter Cities Population <25K	P	Lee Tumminello Cities Population >25K	P	Johnny Sapp ODOT	P	Mitch Burghlea Cable TV
X	Kevin Hennessey OPUC		Telecom Cooperatives	P	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	X	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, Kim Boyd- OCC, Adam Franco- OCC, Casey ORiark- Avista, Jason Kennedy- ELM, Jeff Simas- City of Medford, Heide Caswell- PUC

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

Safety Moment – Paul Schmidt- Paul shared some information on Seasonal Affective Disorder, which is the emotional effects that can be caused by the Fall season. Please be aware of your crews that might be dealing with the related symptoms.

Adopt Previous Board Meeting Minutes: Paul Schmidt moved to accept the September minutes as amended, Alba Vogland seconded. vote record 10-12-22-01

Open Testimony: Jeff Simas brought up a concern that a PUC complaint was made and it took 6 months to get a response and still hasn't heard any follow up. Kevin Hennessey responded with an overview of the complaint response and shared that the PUC is willing to speak to any specific requests. Kevin also shared that the covid pandemic caused some delay in processing complaints.

OUNC Operations Report: Scott Gallegos

September 2022 Highlights

Incoming Tickets	
28,972	Down 4.63% from Sep 2021 Down 0.47% YTD from 2021
Outgoing Tickets	
159,917	Down 6.75% from Sep 2021 Down 4.01% YTD from 2021
In/Out Ratio	
5.52	5.65 Sep 2021
ITIC Tickets	% ITIC
20,243	69.87% of total locates 70.94% in Sep of 2021

Scott updated the board of the three outstanding enhancements that are being worked on.

- Improved readability on NXT tickets
 - In QC testing
- Expanded ticket reporting
 - Production ready
- Add homeowner verbiage to emails
 - Will be a part of the next phase release

Scott informed the board that the tariff update will be added on the next bill.

Kevin proposed that the board consider adding additional information to the intake.

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

Treasurer Report: Melanie Lewis. Josh shared the current board report.

Josh submitted the SWARM report to the state.

Josh shared that the bulk of the outstanding debts have been paid.

Josh updated the group on the budget.

Kyle asked if we are still set to end the year with a balanced budget, Josh confirmed that we were on track.

Jessica Epley made a motion to accept the September treasurers' reports. Mitch Burghlea seconded. **vote record 10-12-22-02**

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – apologized for missing last month but shared that he had been briefed on the meeting.

Vice Chair Report: Melanie Lewis – Not present

Treasurer Report: Melanie Lewis (Interim) – Not present. Josh shared that the accounting firm doing the audit is doing a deep dive and will be presenting their report at the November meeting.

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Kevin Hennessey –Kevin updated the board that they are continuing to work with their IT team to build reports that are similar to what the CGA is putting out.

Kevin said that Kitty and Josh have both requested to present on the enforcement process. The PUC and OSHA will be presenting at the December meeting. Scott asked if they would be willing to do the same presentation at the OUCC meeting and Kevin said that they would be happy to if there is a need.

Jessica asked when the board would be able to see the initial draft of the data requested that the PUC is working on. Kevin responded that they should likely see the reportables before the December meeting.

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh shared that we are happy to be down here in the area
- Users group '22
 - The event is a great opportunity to meet with like-minded groups
 - Learning management systems were a hot topic
 - Positive response was a big topic across the board
 - Kentucky is a new member and had some interesting thoughts
 - Lee shared that she felt like the User's group was a worthwhile meeting
 - Nate shared that there were a lot of great take aways and overall, an amazing event

- Scott shared that Josh did a fine job with his presentation
 - Josh shared that the current ORS states that all rules must be consistent with the 1995 OUCC standards manual
 - Josh updated the group on the state of the legislative concept process and the items to consider
 - PGE training is coming to an end
 - Josh sent the team a DRAFT copy of the strategic plan and is requesting some feedback from the board and reviewed the document at a high level.
 - Frank related that trust has been an issue nationwide that the system might be letting down the excavator/operator relationship
 - Kevin shared that he would like to help with the historical timeline in regards to some of the efforts that were happening before the 1997 laws were in place
 - Kitty will be starting the 2023 calendar and will have a draft at the November meeting
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Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah shared that he feels like the committee hasn't been moving forward as well as he would like, but is hoping to put more energy into it soon. The next meeting will be held immediately after the next board meeting and will address the current issues

- Design locates
- Ticket length
- Mandatory white paint

Discussion followed around these potentially being an operational change, not a rule change

Publicity Committee: Scott Crosby – Scott updated the group that there was a meeting held last week. They are working on a proposal to put in front of the board. The next meeting will be on Nov 3rd where they are hoping to finalize the budget.

Scott shared that they may have to ask for an increase on the budget for Dormers.

Joshed shared some more focused marketing ideas.

Lee shared with the group the commercials that Wa811 was using. Josh said that it might be something that could be rebranded for Or811.

Budget Audit and Tariff Committee: Melanie Lewis – Nothing more to report

Training and Education Committee: Mitch Burghlea – Mitch said that he will update the group at the end of the year on the trainings. The committee is also working on a budget

Policy and Procedures Committee: Jessica Epley – Ad Hoc committee- Nothing to report

Josh will continue to look into the write off amounts for OCC as well as the validity of continuing to issue finance charges

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Kyle shared that the OUCC executive group met to direct funds through Alpha media, focusing on the East and West sides of Oregon.

National Industry News: NULCA, CGA, Open Discussion:

Sam Hall, with the CGA, is heading up a new initiative that Kevin will be keeping an eye on. More details to come as released.

Josh mentioned that the CGA conference is happening in Orlando in April 17-20. Josh recommended sending Kitty and other board members. Kitty, Dale and Kevin expressed interest in attending.

Old business:

Micah brought up that it isn't too late to enter into this legislative session. Josh suggested having a group from the board to go down to the capital in April to do a good will tour.

This will be moved to the OAR committee for further discussion.

The following individuals have been elected to the following positions

- Chair
 - Melanie Lewis
- Vice Chair
 - Jaimie Lemke
- Secretary
 - Lee Tumminello
- Treasurer
 - Alba Vogland

Micah thanked the board for the opportunity to serve and congratulated the new executive team

New Business:

Good of the Order:

Micah took a moment to thank Josh and Kitty for all of their work and noted that the board needs to do a review for Josh soon

Mitch Burghlea made a motion to adjourn the meeting. Sean Tarter seconded the motion. **vote record**
10-12-22-03

Meeting Adjourned.

**Voting Record
Motion 10-12-22-01**

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
N P	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC		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
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 3

Abstained = 0

Voting Record
Motion 10-12-22-02

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	N P	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Kevin Hennessy OPUC		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
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 17

No = 0

Not Present = 2

Abstained= 0

Voting Record
Motion 10-12-22-03

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

Summary

Yes = 18

No = 0

Not Present = 1

Abstained= 0