

Meeting Minutes  
 December 14, 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	O	Andy Crocker Special Districts
X	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
P	Sean Tarter Cities Population <25K	X	Lee Tumminello Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Kevin Hennessey OPUC		Telecom Cooperatives	X	Connor Toney Excavators	P	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	P	Brewster Whitmire Electric Cooperatives	O	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 Executive Assistant and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Robin Freeman, Jim Walton- LineScape

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

---

**Safety Moment** – Paul Schmidt- Paul shared the difference between reacting and responding during a situation. Paul used the example of loading a piece of equipment that resulted in an accident. Paul went on to note that all of the people on site “responded” in a very professional manor, however when the incident was escalated to upper management, it was “reacted” to in a very unprofessional way.

The more we can maintain a professional manor, the more effective the communication can be.

---

**Adopt Previous Board Meeting Minutes:** Paul Schmidt moved to accept the October minutes as amended, Connor Toney seconded. [vote record 12-14-22-01](#)

---

**Open Testimony:**

---

**OUNC Operations Report:** Scott Gallegos

**November 2022 Highlights**

**Incoming  
Tickets**

24,050      Down 4.92% from Nov 2021  
Down 0.66% YTD from 2021

**Outgoing  
Tickets**

130,123      Down 5.95% from Nov 2021  
Down 3.95% YTD from 2021

**In/Out Ratio**

5.41      5.47 Nov 2021

**ITIC Tickets**

17,282      **% ITIC**  
71.86% of total locates  
72.91% in Nov of 2021

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

- Add homeowner verbiage to emails
  - Will be released this week

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

---

**Treasurer Report:** Melanie Lewis. Melanie shared that we do not have a current board report to share as TBC has been behind for a couple of months now. Melanie shared that the board is considering going out to an informal bid

Melanie shared that there are five line items that are over 10% above the approved budget.

Line items

- 502- Banking Fees
- 515.1- Promotional Materials/Dormers
- 520.3- Industry Events

- 535- Audit and Legal
- 540.8- Paychex

Melanie made a motion that pursuant to OUNC policy 3.7.6, the board approve variances of more than 10% for line items 502, 515.1, 520.3, 535, and 540.8. Paul Schmidt seconded. [vote record 12-14-22-02](#)

Melanie made a motion that \$16,000 in funds previously approved for the financial audit in vote record 6-08-22-05 be transferred from the Training and Education budget, line 520.1 to the Administration budget, line 535. Johnny Sapp seconded. [vote record 12-14-22-03](#)

Melanie made a motion that as of January 1, 2023, authorized signers on the following accounts will include Melanie Lewis, Chairperson; Alba Vogland, Treasurer; and Joshua Thomas, Executive Director; while removing Micah Brown. This includes:

1) Riverview

1. a) Non-profit checking #001616515988
2. b) Business plus #001699002495
3. c) CD #51000011380

2) Umpqua

1. a) #04992736173

Mitch Burghlea seconded. [vote record 12-14-22-04](#)

Melanie made a suggestion to the board that they seek a competitive bid for bookkeeping services.

Josh will take the task of creating a plan and related documents for an invitation to bid for accounting and payroll services

Melanie made a motion to proceed with an invitation to bid and contracting process for bookkeeping and payroll services, not to exceed \$15,000. Paul Schmidt seconded. [vote record 12-14-22-05](#)

Melanie made a motion to amend the previous motion to include the verbiage the Josh will be working with the Executive Committee and will be making a recommendation to the board. Paul Schmidt seconded. [vote record 12-14-22-06](#)

Melanie wanted to acknowledge Alba for coming in as Treasurer and chair of the Budget and Audit Committee

---

### Board of Directors Officer's Reports:

**Chair's Report:** Micah Brown – Micah shared that it has been a pleasure to serve as chair of the board and wanted to thank Josh for his patience.

**Vice Chair Report:** Melanie Lewis – Thanked Micah for his service as Chair.

Melanie wanted to put out there the idea of changing the meeting schedule. The discussion of moving to a quarterly agenda or doing one-month OUNC and committee meetings the following month has come up. She is looking to have this discussion at the retreat.

**Treasurer Report:** Melanie Lewis (Interim) – nothing more to share as treasurer

**Secretary Report:** Paul Schmidt- Thanked Kitty and Josh on their help with the Secretary position

**PUC Representative Report:** Kevin Hennessey –Kevin will be sharing updates later in the agenda on reporting.

Kevin wanted to share with the board that a certain operator has taken a tightened approach to their notification boundaries. He wanted to remind the board that these boundaries need to encompass all underground facilities. This may result in more tickets and could affect revenue. Discussion followed.

---

**OUNC Staff report:** Josh Thomas and Kitty O’Keefe

- Josh updated the board on 2022 accomplishments
  - Service Tariff increase
  - Completed full audit
  - Past due/write offs addressed with OCC
  - Filled all but 2 seats on the board
  - Strategic plan in place
  - Implementing NXT with smooth transition
  - Focused publicity and outreach efforts
  - 3 years of sustained decrease in damages
  - Certificate of appreciation to Kitty
  - Morrison Award given to Don Morre
  - Excavator safety class
  - Balanced budget

Josh mentioned that a legislative day is up in the air as the capital is currently under construction and would make it a challenge to do conventionally, however Josh will be looking into other options.

Josh thanked Micah and Paul for the work they have done with the executive committee.

Josh thanked Kitty for all of the work that she has been doing

Kitty shared that this year has been great.

---

## Committee Reports:

---

**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – Micah shared that the design information request was discussed. This was discussed in detail and it was considered to make an operational change rather than an OAR change.

Ticket length was also discussed, the committee recommended to put that on hold until we can get more data from the call center. Discussion followed and will continue in committee.

Megan asked if the cost impact has been determined. Micah shared that an impact statement would be made before it went into rule.

Mandatory white paint was also discussed but no recommendation is ready to be made at this time.

Micah shared that he has been grateful for his time as OAR chair and that he is ready to step down. Micah has appointed Jessica Epley as the next committee chair.

---

**Publicity Committee:** Scott Crosby – Josh updated the board on a new show in Portland centered on construction at home. The first bid was higher than the board would tolerate. Josh has asked them to repropose.

Frank suggested reaching out to some of the larger utilities to see if they would be willing to partner with the costs.

Alpha and Royal media has been asked for proposals.

---

**Budget Audit and Tariff Committee:** Melanie Lewis – Josh shared the existing and proposed budget with the board. Discussion followed.

Melanie made a motion to accept the proposed budget as presented. Paul Schmidt seconded. [vote record 12-14-22-07](#)

---

**Training and Education Committee:** Mitch Burghlea – Mitch wanted to thank Josh for all of the training that he has done this year. The online training numbers continue to look good.

Kevin shared about a group that is getting together federally that is looking to create an online course on how to excavate.

---

**Policy and Procedures Committee:** Jessica Epley – Not present

---

**Oregon Utilities Coordinating Council (OUCC) Report:** Kyle Thomas- Kyle shared that the OUCC met yesterday. We are continuing to try and build up the struggling councils.

Bryon Sapp from OSHA presented on their involvement in excavation safety

Kyle mentioned that the OUCC will only be requesting funds for the outstanding balance of the Joint States meeting, totaling \$6,684.99 instead of the \$10,000 that was originally offered.

---

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

---

**Old business:**

Robin Freeman, Policy Director for the PUC discussed the legislative process

---

**New Business:**

Jaimie proposed the topic of notifying requirements to the locate requestor when ticket is not completed in two full business days. Discussion followed on the origin and effect of the rule. A recommendation was made to take this discussion back to committee.

Kevin presented on the Enforcement process in regards to inspection and investigation. Discussion followed.

---

**Good of the Order:**

Melanie proposed holding executive session to complete performance reviews for Josh and Kitty

Micah announced the 2022 winner of the Morrison Award, Frank Planton with One Call Concepts. Many of the people in the room shared positive sentiment

Nate Rivera made a motion to adjourn the meeting. Melanie Lewis seconded the motion. [vote record 12-14-22-08](#)

**Meeting Adjourned.**

**Voting Record**  
**Motion 12-14-22-01**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	Y	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Andy Crocker</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	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	N P	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	N P	<b>Brewster Whitmire</b> Electric Cooperatives	N P	<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 = 16**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-02**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	Y	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Andy Crocker</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	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	N P	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	N P	<b>Brewster Whitmire</b> Electric Cooperatives	N P	<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 = 16**

**No = 0**

**Not Present = 4**

**Abstained= 0**



**Voting Record**  
**Motion 12-14-22-03**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	Y	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Andy Crocker</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	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	N P	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	N P	<b>Brewster Whitmire</b> Electric Cooperatives	N P	<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 = 16**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-04**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	Y	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Andy Crocker</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	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	N P	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	N P	<b>Brewster Whitmire</b> Electric Cooperatives	N P	<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 = 16**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-05**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>N</b> <b>P</b>	<b>Andy Crocker</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	<b>Y</b>	<b>Lee Tumminello</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burgelea</b> Cable TV
<b>Y</b>	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	<b>Y</b>	<b>Connor Toney</b> Excavators	<b>N</b> <b>P</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Paul Schmidt</b> Contractors	<b>N</b> <b>P</b>	<b>Brewster Whitmire</b> Electric Cooperatives	<b>N</b> <b>P</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 = 16**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-06**

Y	<b>Kyle Thomas</b> OUCC	Y	<b>Micah Brown</b> NULCA	Y	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	N P	<b>Andy Crocker</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	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Johnny Sapp</b> ODOT	Y	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	N P	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	N P	<b>Brewster Whitmire</b> Electric Cooperatives	N P	<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 = 16**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-07**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Andy Crocker</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	<b>Y</b>	<b>Lee Tumminello</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>Y</b>	<b>Kevin Hennessy</b> OPUC		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>N P</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 = 18**

**No = 0**

**Not Present = 2**

**Abstained = 0**

**Voting Record**  
**Motion 12-14-22-08**

<b>Y</b>	<b>Kyle Thomas</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>N P</b>	<b>Andy Crocker</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	<b>Y</b>	<b>Lee Tumminello</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>Y</b>	<b>Kevin Hennessy</b> OPUC		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>N P</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 = 18**

**No = 0**

**Not Present = 2**

**Abstained = 0**

