

June 5, 2023  
Board of Directors  
Interested Parties

## **NOTICE OF PUBLIC MEETING**

In accordance with Oregon State Public Meeting Law

Please be advised of the subject meeting:

### **OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING**

[www.digsafelyoregon.com](http://www.digsafelyoregon.com)

June 14, 2023  
Mill Casino – Spruce Cedar Room  
3201 Tremont Ave.  
North Bend, Oregon 97459

Join Zoom Meeting

<https://us06web.zoom.us/j/88032714138?pwd=MWsvN0RHRUZmUWdEQkVTZHByTHVGQT09>

Meeting ID: 880 3271 4138

Passcode: 331717

One tap mobile

+12532050468, 88032714138#, \*331717# US

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that follows the verbal statement(s), prior to addressing the Board. Those presenting a formal proposal must complete a Concept Submission Form, available on the OUNC website or by request of OUNC staff.

No more than 45 minutes will be allowed for open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting to Kitty O'Keefe at 503-781-6988 or [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com).

Please note that the OUNC records board meetings as a backup for meeting minutes.

Lee Tumminello  
OUNC Board Secretary



Enclosures

cc: Scott Gallegos, One Call Concepts General Manager

**Conflict of Interest:** Oregon Government Ethics law defines actual conflict of interest [ORS 244.020(1)] and potential conflict of interest [ORS 244.020(13)]. In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated.

# OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

CHAIR: Melanie Lewis

DATE: Wednesday, June 14, 2023

TIME: 9:00 a.m. - CALL TO ORDER

Location:

Mill Casino – Spruce Cedar Room

3201 Tremont Ave.

North Bend, Oregon 97459

Join Zoom Meeting

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## AGENDA

OUNC Business Meeting – record meeting

### #1 OUNC Board of Directors Chair

- Call to order
- Roll call of all present, confirmation of quorum and simple majority
- Today's meeting logistics and safety briefing
- Announce visitor registration and testimony sheets
- Safety Moment – Mitch Burghlea
- Review, amend and approve the previous month Board meeting minutes.

### #2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

### #3 OUNC Billing & Aging

(Scott Gallegos, One Call Concepts)

- Past Due Accounts
- Revenue vs. costs
- Update on back billing, communications with subscribers
- Discussion Items:
  - Adding finance charges to invoices or potentially eliminating finance charges - Micah Brown, Scott Gallegos, Frank Planton
  - Deciding how many board members/staff to send to Users Group meeting. A motion will be needed.
    - **PROPOSED MOTION:** "I move to support covering the costs of sending up to x board members and staff to the 2023 Users Group meeting."

#### #4 OUNC Operations Report

(Scott Gallegos, One Call Concepts)

- Operations statistics
- Call Center issues
- Follow up items from May OUNC Board Meeting:
  - New Positive Response one-pager – Kitty, OCC Creative
  - Report on ITICnxt complaints/issues
  - Report on top 25 non-users (callers)

#### #5 Treasurer's Report – Alba Vogland

- Review, Amend, and/or approve changes to previous reports – A motion will be needed to approve the report
  - **PROPOSED MOTION:** "I move to approve the Treasurer's Report as presented"
- Discussion Items:
  - Accounting/Payroll services invitation to bid/state payroll
  - Employee pay/benefits considerations (classification/retroactivity, PTO policy, PERS)
  - LGIP involvement
  - Tracking impacts of service tariff increase
  - CC limits/Banking fees
  - Oregon State Treasurer mandatory reporting

#### #6 OUNC Board of Directors Officers Report

- Chairperson – Melanie Lewis
  - New concept submission form
  - TED Talk video – "Why being respectful to your coworkers is good for business" by Christine Porath
- Vice Chairperson – Jaimie Lemke
  - Report on Common Ground Alliance Annual Conference with Lee and Kitty
- Treasurer – Alba Vogland
- Secretary – Lee Tumminello
- PUC Representative – Kevin Hennessy
  - Overview of damage prevention inspection, investigation, enforcement report

#### #7 OUNC Staff Report – Josh Thomas & Kitty O'Keefe

- Executive Director Updates
  - Issues/legal
  - Administrative, calendar
  - One on one meetings, survey questions, training reciprocity

#### #8 Executive Session Scheduled in accordance with ORS 192.660 2(i)

## OUNC BOARD OF DIRECTORS STANDING COMMITTEE REPORTS

### #1 OREGON ADMINISTRATIVE RULES (OARs):

JESSICA EPLEY - CHAIR

Members:   Melanie Lewis       Micah Brown       Mitch Burghelea  
              Scott Crosby       Jaimie Lemke     Kevin Hennessy  
              Lee Tumminello     Alba Vogland     Andy Crocker  
              Kyle Thomas       \*Josh Thomas     \*Kitty O'Keefe  
              \*Kim Boyd         \*Larry Melzer     \*Jim Walton  
              \*Jeff Cox

- a. General Report
- b. Adding recruitment partners into Oregon Administrative Rules per ORS 757.547(1)(c) and Oregon Department of Justice guidance. A motion will be needed to move forward.
  - a. **PROPOSED MOTION:** "I move to accept the proposed addition to Chapter 952 of OUNC's Oregon Administrative Rules identifying the organizations most representative of the groups for recruitment to the OUNC Board.
- c. Rulemaking process overview, issue summary. A motion will be needed to move forward.
  - a. **PROPOSED MOTION:** "I move to grant our Executive Director, as Rules Coordinator, the authority to initiate the rulemaking process for OUNC Board approved changes and additions to Chapter 952."

### #2 PUBLICITY COMMITTEE: SCOTT CROSBY – CHAIR

(Merchandise, Sponsorships, Advertising/Media & Website)

Members:   Melanie Lewis       Jaimie Lemkie     Mitch Burghelea  
              Connor Toney       Alba Vogland  
              Megan Moore       \*Josh Thomas     \*Kitty O'Keefe  
              \*Konstantin Chumachenko

- a. General Report
- b. Share new creative assets in use by Royle Media
- c. 811 Day Plans (August 11) – OUNC/partners

## ACTIVE AD HOC COMMITTEE REPORTS

### #1 BUDGET, AUDIT AND TARIFF COMMITTEE: ALBA VOGLAND – CHAIR

Members: Melanie Lewis Micah Brown Nate Rivera  
Alba Vogland Johnny Sapp Lee Tumminello  
\*Kitty O'Keefe \*Josh Thomas

- a. General Report
- b. Discussion Items:
  - Initiation of budget planning for 2024
  - Plan for refilling reserves to meet minimum threshold
  - Financial review in 2023/4? Scheduling review/audits

### #2 TRAINING AND EDUCATION: MITCH BURGHELEA - CHAIR

(Locator Training & Excavator Training)

Members: Melanie Lewis Micah Brown Connor Toney  
Scott Crosby Paul Schmidt Kevin Hennessy  
Alba Vogland Megan Moore  
\*Kitty O'Keefe \*Josh Thomas

- a. General Report
- b. Excavator Training Classes - June 13 (Coos Bay), September 21 (Redmond), December 14 (Salem)
- c. Locator Training Classes - July 11, 12 (Portland), November 7, 8 (Wilsonville)

### #3 POLICY AND PROCEDURES COMMITTEE: JESSICA EPLEY – CHAIR

Members: Melanie Lewis Micah Brown Johnny Sapp  
Alba Vogland Kevin Hennessy  
\*Kitty O'Keefe \*Josh Thomas

- a. General Report
- b. Quorum/simple majority issue summary, clarification

### #4 NOTIFICATION BOUNDARIES COMMITTEE: KEVIN HENNESSY – CHAIR

Members: Melanie Lewis Micah Brown Mitch Burghlea  
Andy Crocker Lee Tumminello  
\*Kitty O'Keefe

- a. General Report

### #5 DATA AND RESEARCH COMMITTEE: INTERIM CHAIR – \*JOSH THOMAS

Members: Melanie Lewis Lee Tumminello Dale Bromaghin  
\*Kitty O'Keefe

"\* = non-voting member "

- a. General Report
  - b. New DIRT Report Data
-

OREGON UTILITIES COORDINATING COUNCIL REPORT: SCOTT GALLEGOS/ALBA VOGLAND

- Report on OUCC finances, priorities and accomplishments
- New OUNC/UCC Newsletter

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

OLD BUSINESS:

- a. Strategic Plan Review
- b. Board Recruitment Status
  - Telecommunications Cooperatives (seat 1) –Oregon Telecommunications Association
  - Railroads (seat 2)
  - Oregon Utilities Coordinating Council (seat 19)
  - Cities with a population under 25,000 (seat 20) – League of Oregon Cities
  - National Utility Locating Association (seat 22)
  - Reappointments pending for Melanie Lewis, Connor Toney, Kevin Hennessey in 2023

NEW BUSINESS:

- a. Concept Submission Forms
  - Damage Reporting and Responsibilities Insert

FOR THE GOOD OF THE ORDER:

After this meeting, the OUNC Board of Directors is transitioning from monthly to quarterly meetings. The next scheduled meeting will be:

September 21, 2023  
Eagle Crest Resort – Conference Center  
1522 Cline Falls Rd.  
Redmond, Oregon 97756  
(Zoom link to be scheduled closer to meeting date)

\*Breaks will be taken frequently throughout the meeting

\*\*A light continental breakfast and lunch will be provided for board members and registered attendees.