

Meeting Minutes  
February 8, 2023  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**  
Meeting available on Zoom

Board members in attendance as follows: X = present O = absent P = phone/on line participant

P	Kyle Thomas OUCC	X	Micah Brown NULCA	P	Scott Crosby Regulated Telecom <50K Access Lines	X	Andy Crocker Special Districts
O	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
X	Sean Tarter Cities Population <25K	P	Lee Tumminello Cities Population >25K	O	Johnny Sapp ODOT	X	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	O	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 Executive Assistant and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Rocky Stewart- Hole in One locating, Molly Peters, Chris Kubic

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

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**Safety Moment** – Kyle Thomas- Kyle shared some information around situational awareness. This is a mental state of alertness where you stay aware of the space around you while performing tasks. This can be applied to safe digging by making sure marks are down that line up with your ticket or by noticing drops and meters.

Melanie suggested that we start future meetings with sharing where to meet in the event of an emergency.

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**Adopt Previous Board Meeting Minutes:** Alba Vogland moved to accept the January minutes as amended, Paul Schmidt seconded. [vote record 2-8-23-01](#)

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**Open Testimony:**

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**OUNC Operations Report:** Scott Gallegos

**January 2023 Highlights**

**Incoming  
Tickets**

26,393      Up .22% from Jan 2022  
Up .22% YTD from 2022

**Outgoing  
Tickets**

142,967      Down 2.72% from Jan 2022  
Down 2.72% YTD from 2022

**In/Out Ratio**

5.42      5.58 Jan 2022

**ITIC Tickets**

18,972      **% ITIC**  
71.88% of total locates  
72.00% in Jan of 2022

Kevin suggested to change column title from “Status” to “Positive Response”. Kevin offered to draft a communication to promote the use of Positive Response through Ticket Check. Conversation followed.

Jessica Epley made a motion to refer the correspondence in the One Call Concepts system related to Positive Response/Status to the OAR's committee for evaluation and recommendation. Micah Brown seconded. [vote record 2-8-23-02](#)

**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:** Alba Vogland- Josh updated the board on the current treasurer’s report.

Josh shared the final status of the 2022 budget.

Josh is looking into other accounting service providers, which might include using the State’s systems for payroll.

Josh is working on getting the raw data from QuickBooks in case there are issues in the future

Paul Schmidt moved to accept the December treasurers report, Micah seconded. [vote record 2-8-23-03](#)

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

**Chair's Report:** Melanie Lewis – Melanie shared that she met with Josh, who will be sending out meeting packets that will go out to board members before the board meetings

**Vice Chair Report:** Jaimie Lemke – Jaimie reviewed a white paper that was released by the American Gas Association (AGA) and shared a summary.

**Treasurer Report:** Alba Vogland – Alba has nothing to share at this time

**Secretary Report:** Lee Tumminello- Nothing to report

**PUC Representative Report:** Kevin Hennessey –Kevin shared an update on the complaint process form as the PUC is using. Kevin shared that the PUC worked with the consumer complaint department to develop the form. Kevin walked through the form.

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## **OUNC Staff report:** Josh Thomas and Kitty O'Keefe

- Josh updated the board on upcoming events
  - Josh shared some safety topics that the board could partner with like competent person training
  - Josh updated the board on some of the state travel he and Kitty have been doing
    - Portland
    - Central Point/Medford
    - Bend
    - Estacada
  - Much of Josh's time has been spent on budget analysis
  - Josh Shared his upcoming priorities

**Executive Session:** Melanie Lewis- The board went into Executive Session, Melanie read the following statement.

To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

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## Committee Reports:

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**Oregon Administrative Rules (OAR'S) & Tariff:** Jessica Epley- Kitty sent out to the board a working document. Jessica has not received any feedback but is open for recommendations.

Kyle said the he would like to see a list of priorities from the strategic plan for OARs.

Discussion was brought up around the OAR group being notified of the status of complaints when they are completed or moved forward. Kevin said he will look into the issue.

Jessica will hold the list open until Friday.

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**Publicity Committee:** Scott Crosby – Josh shared a brief presentation on how the damage data the board has will be used to make a targeted approach to outreach. Conversation followed.

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**Budget Audit and Tariff Committee:** Alba Vogland- Josh shared some 2023 budget amendments based on a deep dive study of current revenue.

- Approve revised 2023 budget with reduction if forecasted revenue
- Identify specific cuts to balance the budget
- Do we want to initiate a spending freeze or spending controls until we have more certainty

Melanie asked for clarification on spending freeze vs spending controls. Conversation followed around how the board should approach the issues that are being forecasted.

Micah Brown moved to approve revised 2023 budget with reduction in forecasted revenue with the caveat of spending cuts and budget revisions to balance., Paul Schmidt seconded. **vote record 2-8-23-04**

Melanie recommended that Kevin Chair an ad hoc committee to review the notification boundaries and how they are affecting revenue in cases where members are not accurately covering their plants

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**Training and Education Committee:** Mitch Burghlea – Mitch shared that there are upcoming trainings.

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**Policy and Procedures Committee:** Jessica Epley – Nothing to report

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**Oregon Utilities Coordinating Council (OUCC) Report:** Kyle Thomas- Kyle mentioned that our next meeting is Tuesday March 7<sup>th</sup> and asked all board members to attend if possible

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

Corex through Paradigm will be presented in Oregon in March

Jaimie, Kitty and Lee will be attending the CGA with the board. Kevin will be attending on his own.

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**Old business:**

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**New Business:**

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**Good of the Order:**

Josh took a moment to recognize Micah Brown and Paul Schmidt for their time serving on the executive team.

Micah Brown made a motion to adjourn the meeting. Alba Vogland seconded the motion. **vote record 2-8-23-05**

**Meeting Adjourned.**

**Voting Record  
Motion 2-8-23-01**

<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>Y</b>	<b>Andy Crocker</b> Special Districts
<b>N P</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>N P</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>N P</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 = 16**

**No = 0**

**Not Present = 3**

**Abstained = 0**

**Voting Record  
Motion 2-8-23-02**

<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>Y</b>	<b>Andy Crocker</b> Special Districts
<b>N P</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>N P</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>N P</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 = 16**

**No = 0**

**Not Present = 3**

**Abstained = 0**

**Voting Record  
Motion 2-8-23-03**

<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>Y</b>	<b>Andy Crocker</b> Special Districts
<b>N P</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>N P</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>N P</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 = 16**

**No = 0**

**Not Present = 3**

**Abstained = 0**



**Voting Record**  
**Motion 2-8-23-04**

<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>Y</b>	<b>Andy Crocker</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b> <b>P</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>N</b> <b>P</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghelea</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 = 12**

**No = 0**

**Not Present = 4**

**Abstained = 0**

**Voting Record  
Motion 2-8-23-05**

<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>Y</b>	<b>Andy Crocker</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>N</b> <b>P</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>N</b> <b>P</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghelea</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 National Telecom Damage Prevention</b>
				<b>Y</b>	<b>Megan Moore</b> Public Utility Districts		<b>Open Railroads</b>

**Summary**

**Yes = 12**

**No = 0**

**Not Present = 4**

**Abstained = 0**