

March 22, 2024
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

Thursday, April 4, 2024
Best Western Plus – Mt. View room
1108 East Marina Way
Hood River, Oregon 97031

Join Zoom Meeting

<https://us06web.zoom.us/j/88028490298?pwd=ztb2BjSck03BealksajEjG1lbfybek.1>
Meeting ID: 880 2849 0298 Passcode: 985850

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Those registered to testify will be recognized in the order in which they signed up, and each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that accompanies 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:
[LINK TO Concept Submission Form](#)

No more than 45 minutes in total will be allowed for all open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement. Special exceptions to these criteria can be allowed at the discretion of the Board Chairperson. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kitty O'Keefe at 503-781-6988 or kitty@digsafelyoregon.com.

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

Lee Tumminello
OUNC Board Secretary

Lee Tumminello

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. OUNC Board members must announce publicly the nature of a conflict of interest during the meeting. If it is a potential conflict of interest, they may continue to participate in the discussion, debate or vote on the matter. If it is an actual conflict of interest, they must refrain from participating in any discussion, debate or vote on the matter per ORS 244.120(2). If their vote is necessary to take action, that member may cast a vote without participating in discussion or debate on the issue.

OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

CHAIR: Melanie Lewis

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AGENDA

OUNC Business Meeting – **Board Packet**

#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 – Matt Barrett
- Review, amend and approve the previous quarter Board meeting minutes.

#2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

#3 OUNC Operations Report

(Scott Gallegos, One Call Concepts)

- Financial Report: Past Due Accounts, Billings, and Revenue
- Operations statistics
- Call Center issues and communication with subscribers
- Update on Adam Deshon's Concept Submission Form about requiring address field to be filled on all tickets
 - Update on language change for positive response ("Does Not Participate in Electronic Positive Response.")

#4 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"

#5 OUNC Board of Directors Officers Report

- Chairperson – Melanie Lewis
- Vice Chairperson – Jaimie Lemke
- Treasurer – Alba Vogland

- Secretary – Lee Tumminello
- PUC Representative – Kevin Hennessy

#6 OUNC Staff Report – Josh Thomas & Kitty O’Keefe

- Plan for Notification Center RFP in 2025-26

#7 Executive Session Scheduled in accordance with ORS 192.660, if needed.

OUNC BOARD OF DIRECTORS STANDING COMMITTEE REPORTS

To view full committee members, [click here](#)

#1 OREGON ADMINISTRATIVE RULES (OARs): JESSICA EPLEY - CHAIR

- General Report, Worklog
- Rulemaking Process update
- Mandatory Damage Reporting and Positive Response research

#2 PUBLICITY COMMITTEE: JAIMIE LEMKE – CHAIR

(Sponsorships, Advertising/Media, Website, & Merchandise)

- General Report
- Review of responses from Invitation to Bid and selection of service provider for 2024 OUNC Publicity Campaign

ACTIVE AD HOC COMMITTEE REPORTS

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

- General Report
- Discussion Items:
 - Service Tariff Rate Adjustment Hearing (notice distributed and in Board Packet)

#2 TRAINING AND EDUCATION: MITCH BURGHELEA - CHAIR

(Locator Training & Excavator Training)

- General Report
- Update on classes scheduled

#3 POLICY AND PROCEDURES COMMITTEE: JESSICA EPLEY – CHAIR

- General Report
- Amend chapter on Leadership and Function to create a policy for referral of business to and between committees via delegation of authority as explained in Issue Summary **#23-09-0035b**.
- Create annual process by which the board will review the Service Tariff Rate on an annual basis for adjustment that is based upon the Consumer Price Index for All Urban Consumers (CPI-U) as explained in Issue Summary **#24.01.0038a**.
- Review proposed process for establishing self-certification of exemptions and subsidies.
- Proposal to combine Policy and Procedures and Oregon Administrative Rules Committees into Governance Committee.
- Update on clothing allowance language in Policy and Procedures Manual

#4 NOTIFICATION BOUNDARIES COMMITTEE: KEVIN HENNESSY – CHAIR

- a. Request motion to close committee and refer business to Budget, Audit, and Tariff Committee

#5 DATA AND RESEARCH COMMITTEE: LEE TUMMINELLO - CHAIR

- a. General Report
-

OREGON UTILITIES COORDINATING COUNCIL REPORT: LYNN DETERING

- a. Report on finances, priorities, and accomplishments.

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

- a. **CGA Conference** – April 14 – 18, 2024 Colorado Springs, CO
- b. Informational overview of Rapid Connect Microtrenching, presented by Mike Leddy of Crown Castle

OLD BUSINESS:

NEW BUSINESS:

- a. Concept Submission Forms
 - Committee Assignment
 - Committee Roles

FOR THE GOOD OF THE ORDER:

The next scheduled meeting will be:

Thursday, July 18, 2024
Salishan Resort – Gleneden Beach
(Zoom link to be scheduled closer to meeting date)

2024 OUCC/OUNC Meeting Calendar:

July 17, OUCC – Salishan Resort – Gleneden Beach
July 18, OUNC – Salishan Resort – Gleneden Beach

October 16, OUCC – The Gordon Hotel – Eugene
October 17, OUNC – The Gordon Hotel – Eugene

*Breaks will be taken frequently throughout the meeting

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