

**DRAFT Meeting Minutes**  
**December 14, 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

	OUC	X	<b>KC Chumachenko</b> NULCA	O	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	P	<b>Andy Crocker</b> Special Districts
X	<b>Nathan Rivera</b> Municipal Electric	X	<b>Jaimie Lemke</b> Natural Gas Distribution	X	<b>Melanie Lewis</b> Regulated Electric	X	<b>Alba Dawn Vogland</b> Counties
X	<b>Robbie West</b> Cities Population <25K	X	<b>Lee Tumminello</b> Cities Population >25K	X	<b>Lucas Schaffler</b> ODOT	X	<b>Mitch Burghlea</b> Cable TV
X	<b>Kevin Hennessey</b> OPUC		Telecom Cooperatives	X	<b>Connor Toney</b> Excavators	X	<b>Jessica Epley</b> Telecom >50K Access Lines
X	<b>Paul Schmidt</b> Contractors	X	<b>Brewster Whitmire</b> Electric Cooperatives	O	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline	P	<b>Megan Moore</b> Public Utility Districts
							<b>Open</b> 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-One Call Concepts, Tiffany Evans- OCC, Jason Williams- NW Natural, Lynn Detering- ODOT, Heide Caswell- OPUC, Matt Barrett- SCTC, Christian Lopez, City of Portland, Lyssa Patterson- APS, Micah Brown- Ziplly, Lyle Schellenberg

Melanie opened the meeting by reading the OUNC Mission and Vision Statement.

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

**Safety Moment** – Paul Schmidt- Paul shared an incident around a project. The incident involved a gas line hit that was at the fault of the contractor. The operator of a backhoe, used inappropriate rigging to move a trench box. This resulted in a damage to a natural gas service. Paul wanted to highlight the response of the team on site as being prompt and efficient.

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**Adopt Previous Board Meeting Minutes:** Nate Rivera moved to accept the September minutes as presented, Jessica Epley seconded. [vote record 12-14-23-01](#)

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**Open Testimony:**

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**OUNC Operations Report:** Scott Gallegos

**December 2023 Highlights**

**Incoming  
Tickets**

23,591      Down 1.91% from Dec 2022  
Down 2.64% YTD from 2022

**Outgoing  
Tickets**

134,980      Down 3.73% from Dec 2022  
Down 3.93% YTD from 2022

**In/Out Ratio**

5.72      5.41 Nov 2022

**ITIC Tickets**

18,108      **% ITIC**  
76.76% of total locates  
71.86 in Nov of 2022

**OUNC Billing & Aging Report:** The Board has been emailed copies of the billing reports for the current month.

Melanie asked for enhanced graphs showing full year trends. Discussion followed. Scott will provide an annual summary.

Questions were asked about the positive response system. Kevin asked if there is a process map of the positive response process. OCC will provide this.

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**Treasurer Report:** Alba Vogland- Alba and Josh updated the board on the current treasurer's report, which can be found in the board report.

Alba shared that there is not a previous month's report on financials as the info was not received from The Bookkeeping Company.

Nate Rivera moved to accept the September and October financial reports, Paul Schmidt seconded. [vote record 12-14-23-02](#)

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

**Chair's Report:** Melanie Lewis –Melanie shared about some of her takeaways from the OCC Users Group meeting. She shared the value of relationships between stakeholders.

**Vice Chair Report:** Jaimie Lemke – Jaimie shared with the group what her position with NW Natural is. She also shared that she will be sharing the damage prevention tract at the Western Energy Institute's annual meeting and is open to topic suggestion.

She also extended gratitude to the work Josh and Kitty do.

**Treasurer Report:** Alba Vogland – Alba shared her gratitude to the board members for all of the work they do.

**Secretary Report:** Lee Tumminello- Lee thanked Josh for coming out to the City of Portland's facility to speak with the team and present the Excavation Safety Training class.

**PUC Representative Report:** Kevin Hennessey – Kevin took a moment to note that the board has made great strides forward in the way that it is collecting data.

Kevin shared that the PUC will often get questioned on “who is liable” for damages. He reminded the group that the PUC is focused on fact-finding more than liability determinations.

The PUC is seeing a rise in mapping issues.

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**OUNC Staff report:** Josh Thomas and Kitty O'Keefe- Josh updated the board on upcoming and ongoing events

Josh brought up the OUCC request for funds of \$60,000

Nate Rivera moved to accept the OUCC funding request of \$60,000, Paul Schmidt seconded. **vote record 12-14-23-03**

- Josh recapped some of the year's highlights
  - Quarterly meeting schedule
  - Strategic plan
  - Rule changes
  - New members
  - Training classes
  - Data Analysis committee
  - Board survey results
- Josh shared new board resources folder

- Josh shared upcoming items
    - Annual report
    - Service tariff
    - Rulemaking
    - Orientation sessions
    - Contracts
    - Trainings/presentations
    - Social media
    - Newsletter/blog
    - 2024 retreat
  - Josh made some suggestions to ways board members can be more involved
    - Attend and engage
    - LinkedIn
    - Two-way communication
    - Share stories
    - Get to know fellow members
    - Attended or give a training class
    - Attend local UCC meetings
    - Attend OUCC meeting
    - Attend related conferences
    - Be an ambassador
    - Get involved in committees
    - Use concept submission form
  - Josh thanked Kitty for taking lead on the Morrison Award.
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## **Committee Reports:**

**Training and Education Committee:** Mitch Burghlea – Mitch shared that the online excavator training is still going strong, over 300 people in 2024.

Mitch thanked Josh for all the trainings he did this year around the state.

Mitch shared that the committee is recommending that the board extend the contract for locator training.

Nate Rivera moved to extend the contract for locator training Utility Training Academy Inc. for one year, Jaimie Lemke seconded. [vote record 12-14-23-04](#)

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**Oregon Administrative Rules (OARs):** Jessica Epley- OAR committee met on November 8<sup>th</sup>. The committee is reviewing several items for consideration.

Josh shared the timeline that needs to be met to make it onto the 2025 docket for any proposed changes to Oregon Revised Statutes (ORS). Changes to ORS require legislative approval.

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**Publicity Committee:** Jaimie Lemke – Jaimie shared some thoughts on the direction of this committee. Defining a scoring matrix would be a likely first step. This is in progress.

Royle Media met with the group and updated them on the current program results. Alpha Media also shared. This committee will be considering an invitation to combine media outreach into one contract in 2024.

Josh reminded the group of the upcoming “Safe Digging Month” in April as well as a safety campaign with the combined support of partners and KGW.

Planning a meeting in January before the next board meeting. Plans for efforts to focus on the April-October timeframe.

Melanie brought up the various ad hoc committees and whether there is a need to make them standing committees. Discussion followed and was suggested it should be presented as a Concept Submission Form and/or Issue Summary.

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**Budget Audit and Tariff Committee:** Alba Vogland- Josh updated the board on the current 2024 budget proposal.

The Budget, Audit and Tariff committee met on November 13 to put the budget proposal together. Josh walked through several budget considerations.

Nate shared that the committee is planning on presenting a tariff increase for upcoming discussion. Discussion followed.

Jessica Epley moved to approve the 2024 budget with language changes as presented. Paul Schmidt seconded. [vote record 12-14-23-05](#)

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**Policy and Procedures Committee:** Jessica Epley – Jessica shared that the committee met in November.

Jessica presented additions of language regarding Property Inventory and Disposition to the Policy and Procedures Manual, section 4.3, as specified in Issue Summary #23-09-0033a (in the board packet).

Jessica Epley moved to approve presented language changes to the Policy and Procedures document at section 4.3 as presented. Paul Schmidt seconded. [vote record 12-14-23-06](#)

Jessica Epley moved to approve amended language changes to the paid time off section of the Policy and Procedures manual as presented. This would add Sections 2.2.1. Paid Time Off Accrual, and 2.2.2. Leave and Payout Policy, as described in Issue Summary #23-09-0034a (in the board packet). Nate seconded. [vote record 12-14-23-07](#)

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**Notification Boundaries Committee:** Kevin Hennessy- Nothing to report at this time.

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**Data and Research Committee:** Lee Tumminello – The committee met in August with guests Lynsay Demko (Southwest Gas) and Marty Mead (formerly Colorado 811) for insights on their successes leveraging data. The next meeting will be January 4 with 2 more presenters from Common Ground Alliance, including their new Data Program Manager.

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**Oregon Utilities Coordinating Council (OUCC) Report:** Alba Vogland (Interim Chair)- Alba updated the board on the most recent meeting.

Local UCCs updated the board on current spending.

Scott shared that the OUCC will be cancelling their January meeting due to the change in quarterly cadence.

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

Jessica shared that there will be a substantial investment in broadband infrastructure starting in late 2024 and into 2025. This should increase the ticket volume for the state. Jessica asked if the call center was prepared for this volume increase. Frank replied that the call center will be good to respond as most of the tickets will be entered online. The greater impact will be to the locator community, and especially in rural areas.

Nate requested that OCC put this topic on the Users Group agenda.

Frank warned the group that this type of increased activity will sometimes result in newer construction companies coming into the area. Discussion followed.

- CGA will be April 14-18 in Colorado Springs
- Users Group will be September 16-19 in Key West, Florida
- Joint States will be October 8-10 in White Fish, Montana

Jessica Epley moved for the board to change the April OUNC Board Meeting to April 4 to avoid a conflict with the Common Ground Alliance conference. Jaimie seconded. [vote record 12-14-23-08](#)

The OUCC meeting will also move to April 3<sup>rd</sup>.

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**Old business:**

The board held an anonymous vote for the chair position with result confirmed by Josh Thomas, Executive Director and Jaimie Lemke, Vice Chairperson. All other nominated officers were approved by ballot.

Chairperson- Melanie Lewis  
Vice Chairperson- Jaimie Lemke  
Secretary-Lee Tuminello  
Treasurer- Alba Vogland

Nate Rivera moved to ratify the above Executive team as elected. Paul Schmidt seconded. [vote record 12-14-23-09](#)

Melanie reminded the group about the importance of participating in the different committees.

Josh updated the group on some of the suggested changes from the DOJ to the OUNC Strategic Plan. Changes are reflected in the amended plan document included in the Board Packet.

Josh shared with the group the status of the new board members and onboarding/orientation.

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**New Business:**

The Morrison Award was presented to Jason Williams of NW Natural. Congratulations Jason!

A concept submission form was submitted on OUNC's status as a semi-independent agency.. It will be reviewed further before the January meeting.

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**Good of the Order:**

Melanie shared some remarks during recognition for Micah Brown and Paul Schmidt as both ended their terms of service to the board.

Josh announced that Cablefax recently honored Jessica Epley as one of their 2023 Most Powerful Women Award recipients. The program recognizes leaders who are innovating and inspiring in the media and broadband space.



Summary- Yes = 15 No = 0 Not Present = 3 Abstained= 0

**Motion 12-14-23-03**

	OUC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler 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	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 2 Abstained= 0

**Motion 12-14-23-04**

	OUC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schauffler 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	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 16 No = 0 Not Present = 2 Abstained= 0



Summary- Yes = 14 No = 0 Not Present = 4 Abstained= 0

Motion 12-14-23-07

	OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schaffler ODOT	NP	Mitch Burghlelea Cable TV
NP	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	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 14 No = 0 Not Present = 4 Abstained= 0

Motion 12-14-23-08

	OUCC	Y	KC Chumachenko NULCA	NP	Scott Crosby Regulated Telecom <50K Access Lines	Y	Andy Crocker Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Robbie West Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Lucas Schaffler ODOT	NP	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	Y	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 15 No = 0 Not Present = 3 Abstained= 0

**Motion 12-14-23-09**

	OUCC	Y	<b>KC Chumachenko</b> NULCA	NP	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	Y	<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>Robbie West</b> Cities Population <25K	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Lucas Schauffler</b> ODOT	NP	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	Y	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	Y	<b>Brewster Whitmire</b> Electric Cooperatives	NP	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline	Y	<b>Megan Moore</b> Public Utility Districts
							<b>Open</b> Railroads

**Summary- Yes = 15 No = 0 Not Present = 3 Abstained= 0**

**Motion 12-14-23-10**

	OUCC	Y	<b>KC Chumachenko</b> NULCA	NP	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	Y	<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>Robbie West</b> Cities Population <25K	Y	<b>Lee Tumminello</b> Cities Population >25K	Y	<b>Lucas Schauffler</b> ODOT	NP	<b>Mitch Burghlea</b> Cable TV
Y	<b>Kevin Hennessy</b> OPUC		Telecom Cooperatives	Y	<b>Connor Toney</b> Excavators	Y	<b>Jessica Epley</b> Telecom >50K Access Lines
Y	<b>Paul Schmidt</b> Contractors	Y	<b>Brewster Whitmire</b> Electric Cooperatives	NP	<b>Dale Bromaghin</b> Interstate Natural Gas Pipeline	Y	<b>Megan Moore</b> Public Utility Districts
							<b>Open</b> Railroads

**Summary- Yes = 15 No = 0 Not Present = 3 Abstained= 0**

