

## Executive Committee Minutes

Date: Thursday, July 11, 2024

Time: 1 p.m.

Members: Melanie Lewis, Alba Vogland, Jaimie Lemke, Lee Tumminello, and Kevin Hennessy

Non-Voting Members: Josh Thomas and Kitty O'Keefe

Guests: Justin Roberts/TC Energy

1. Announcements and Introductions
  - a. Announcements were made
  - b. No previous minutes were reviewed.
  - c. Chair Statement – Melanie welcomed members.
2. Old Business
  - Board membership – onboarding, orientation, recruitment, retention
    - New training reciprocity forms, follow up ethics training
    - See Josh's ppt attached
      - Josh shared new members joining and what members need to apply for 2<sup>nd</sup> term.
      - New Annual Training reciprocity forms are now under Board Resources. Each board member will need to read and sign off and return to Josh or Kitty.
    - Committee engagement
      - Melanie shared the importance of new board members joining a committee.
      - Josh shared the existing committees; all board members are welcome to attend committee meetings, but only committee members may cast a vote.
      - Discussion will continue at board retreat.
  - Past due, unreachable accounts review
    - Josh shared OCC has identified 19 no-responsive members. Have been unsuccessful in establishing contact with the member utilities, and suggested removal from system. See attachment for the list.
    - Past due accounts are mostly credits and there is currently a positive balance as a result. No requested write offs in need of approval by Executive Committee.
3. New Business
  - New Board Meeting agenda format, follow strategic pillars; move concept submission forms
    - Melanie shared how the new format for the agenda was created; to follow the strategic plan pillars and goals. Revamp of the agenda will also help keep committee's goals in line with strategic plan.
  - July meeting overview
    - OCC report – 811 App deck, new dashboard
      - OCC will cover this at July's board meeting
    - 2025 Service Tariff adjustment; budget process
      - Josh shared the tariff adjustment was approved at last board meeting; annual adjustment for January 2025 will be discussed at next two board meetings.
      - Adjustment mirrors the CPI-U; currently 3%.
    - 2023 DIRT Report Analysis
      - Staff had a meeting with CGA and updates were covered.
      - Josh will have his report to share at OUCC and OUNC meetings. Identified for more complete damage reporting data for more meaningful results.
    - Rulemaking. Possible testimony – Jason Kennedy (ELM) on large area locates
    - RFP for Notification Center
      - Josh's main concern is, 'will we use the one-year extension' in the contract?
      - Nate provided a previous timeline used in 2021-2022.
      - Josh shared an overview of what will be discussed next week.
      - Jessica will cover the roles as a board member. Nate to cover historical perspectives.
      - Kevin asked if DOJ will be involved? Yes, Josh explained his past correspondence and cost is involved with their time.

- October OUNC Board Retreat; OUNC Board Survey
  - Strategic Plan review/amendment
    - Retreat overview plan: Board meeting/lunch. Afternoon tour or team building hike up Spencer Butte. Evening dinner at The Old Spaghetti Factory. The next morning, we will cover Strategic Planning and Committee Assignments.
  - Committee assignments, expectations
    - Melanie's goal during the retreat is to engage board members to join a committee. Revamp and tie it all to our Strategic Plan.

4. For the Good of the Order

- Questions on last updates? (Broadband, Sewer Laterals, Publicity, Training, Meetings)
- Louisiana Broadband Town Hall feedback - 11 people showed up. Josh and Kitty have discussed a virtual Town Hall to keep Oregonians updated and engaged.
- Jaimie thanked Melanie and Josh for their time restructuring the agenda.
- Melanie asked the team if they want to continue meeting prior to board meetings. Yes, was the consensus.

5. Next Meeting – tbd

Meeting adjourned at 1:42pm

Kitty O'Keefe submitted minutes

# Purpose

*“... its the construction of the **foundation** that will stand the test of time.”*

## ONBOARDING AND ORIENTATION

1. Build understanding of OUNC, its mission and the Board that governs it.
2. Confirm understanding of member roles and expectations.
3. Encourage engagement, networking.

**Matt  
Barrett**



*Seat 1:  
Telecommunications  
Cooperatives*

**Lucas  
Schauffler**



*Seat 8:  
Oregon Department  
of Transportation*

**Nathan  
Taylor**



*Seat 10:  
Contractors*

**Lynn  
Detering**



*Seat 18:  
Oregon Utility  
Coordinating Council*

**Robbie  
West**



*Seat 20:  
Cities with a  
population under  
25,000*

**Konstantin "KC"  
Chumachenko**



*Seat 22:  
NULCA (Locators)*

# RECAP



**Q3/4  
2023**

Confirmation, oath of office, onboarding materials (OUNC placard, cards, nametag, clothes, padfolio, Roberts Rules, information)

**NOV  
2023**

**Session 1:** Overview of OUNC History, organizational structure, membership, partnerships, core documents, resources, roles and responsibilities

**FEB  
2024**

**Session 2:** Notification center tour and Q&A with Scott Gallegos

**MAY  
2024**

**Session 3:** Final session\* on committees, budget and outlook

*\* Additional sessions possible if needed*

## 2. Old Business – Board membership

### Recruitment/retention:

- Justin Roberts, TC Energy – under review for confirmation, completing colleague Dale Bromaghin's partial term
- Colby Seely, Williams Pipeline - interested in applying for the same seat Justin applied for , but did not apply before review
- Nathan Rivera - seeking special approval for reappointment, since his second term expired on 6/30/2024
- Kevin Hennessy - has indicated his intent to apply for reappointment, as his current term expired on 10/31/2023

## 2. Old Business – Board membership

### Recruitment/retention:

- Seat 4, Electric Cooperatives - Brewster Whitmire, plans to seek reappointment (term expires 12/02/2024)
- Seat 10, Contractors - Nathan Taylor, filling partial term for Paul Schmidt, will need to apply for reappointment (term expires 12/02/2024)
- We do not yet have a candidate for Seat 13 - Telecommunications utilities serving more than 50,000 access lines and regulated by PUC.
- Same with Seat 2 - Railroads

## 2. Old Business – Board membership

Training reciprocity forms:

- Avoid **unnecessary duplication** with training for work, volunteer organization(s) or any other affiliations.
  - Sexual harassment
  - Information security
  - **Ethics**
- Feedback - Are there any other areas for special training that we should prioritize for our board members?

Once we have collected all of this into a spreadsheet, we can prove that our members have received training on an annual basis.

We can also plan to fill blanks by offering Workday training modules and/or doing a special training at one of our meetings or the retreat.

# OUNC COMMITTEES

- Executive Committee
- Budget, Audit and Tariff
- Governance (formerly Policy and Procedures and Oregon Administrative Rules)
- Training and Education
- Publicity and Outreach
- Data and Research
- Ad Hoc

OUNC Committees follow Roberts Rules. All board members are welcome to attend, but only committee members may cast votes. Committees review business referred to them and recommend action to the board.



## 2. Old Business – Past Due, Unreachable Accounts

- OCC has identified 19 non-responsive members
- Have been unsuccessful in establishing contact with the member utilities, Suggesting removal from system:

OSU AG RESEARCH & EXT CTR, BUNNS VILLAGE, CROSSROADS MOBILE HOME PARK, CEDAR WATER ASSOCIATION, DORENA LAKE MBL PK, FIBERSPHERE COMMUNICATIONS, HOMES HANDCRAFTED INC, KINGSWOOD HTS WTR COOP, BOISE CASCADE KINZUA HBR PR, NORM THOMPSON, NORTH UMPQUA RESORT, ROWELL BROS, INC, JIM HOPKINS, SLEEPY HOLLOW RV, WILLOW CREEK DAIRY, WILDCAT MTN DR WATER, W.CARROLL PVT WATER, MORGAN TRANSPORTATION

## 2. Old Business – Past Due, Unreachable Accounts

- Latest review includes credits, no major red flags
- First ever report with a credit balance (~\$300), clean books
- Redlun Road and Pine Ridge Pump remain unpaid (under \$1,000)
- No requests for Executive Committee to approve write-offs

# 3. New Business

- New agenda mirroring Strategic Plan pillars, goals
  - Dan, Adam, Frank, Kim, Scott will be present from OCC
- New Service Tariff annual review:
  - *Beginning each July, the Board will consider increasing the rate for the subsequent calendar year by the greater of two and a half percent (2.5%) or the actual percentage of increase in the consumer price index (CPI) up to five percent (5%).*
  - *Currently at 3%*
- *DIRT Report slides prepared with caveat, explanations (Centurylink, Utiliquest)*
- *Rulemaking – Testimony, Governance Committee, filings, October meeting*
  - *Effective upon passage or January 1, 2025?*

# 3. New Business

RFP/Contract:

- December-April 2021: We developed the RFP and recruited companies that could respond.
- April 14, 2021: Sent out the RFP
- April 30, 2021: Vendor questions related to RFP must be submitted.
- May 7, 2021: OUNC answer to submitted questions would be posed on our website.
- May 14, 2021: Proposals Due
- June 2, 2021: Finalized scoring sheet for proposals.
- June 9, 2021: Only received one proposal so we selected OCC.
- June 11, 2021: Notify selected vendor(s) for presentation (not needed)
- July 14, 2021: Scheduled Presentations to the board (not needed).
- January 1, 2022: Selected Contractor would start.

# 3. New Business

- JOSH - Why we contract for the center and follow this process - mission and budget critical (99% revenue, 76% expenses)
  - Reference relevant statutes/policy:
    - ORS 757.552 - (1) Directive to operate center; (2)(a) Requires competitive process to contract.
    - ORS 757.562 (2) - Allows contracts to carry out duties.
    - P&P 4.1 - The call center contract and any other contract services over \$150,000 will be competitively bid through the Request for Proposal (RFP) process.
- NATE - Historical perspective and timeline of last process; DOJ oversight role
- JESSICA - Your role as board members -- Fiduciary responsibility. Start taking a look at what we like about the current contract, what we need to change?
- JESSICA - Overview of current contract, translation of legalese
- JOSH - If you've seen one state's notification center, you've seen one state's notification center -- differences in providers, services, costs, and operating models
  - Services provided by One Call Concepts
- JOSH - Next steps, expected timeline for this process
  - First decision point is go/no go on the extension
- Open discussion, Q&A - "Will we use the one-year contract extension to December 31, 2026?"

# 3. New Business

## RETREAT:

- Board meeting/lunch
- Afternoon campus underground facilities tour with UO Utilities & Energy Team (if we can arrange it) -- or possibly something with broadband, Lane UCC, EWEB, Wildish, or team building hike up Spencer Butte.
- Evening dinner with possible speaker - Greg Bell (mindset, team culture, strategy), Dr. Paul Slovic (human judgment, decision making, risk), Dr. Elliot Berkman (psychology of goals, motivation, and behavior change), Ken Kato (location innovation and mapping), Jaida Ross (Olympian, focus, dedication, results).
- Next day Strategic Planning Retreat and committee assignments/grab and go lunch