FINAL Meeting Minutes

OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, January 13, 2021. Conference call is available for this meeting. Please dial 1-646-307-1990. Enter conference ID: 889-738-824# View screen share at: https://join.me/DigSafe_2019

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

P	**Scott Gallegos** OUCC	P	**Micah Brown** NULCA	O	**Scott Crosby** Regulated Telecom <50K Access Lines	P	**Ryan Sandhu** Special Districts
O	**Nathan Rivera** Municipal Electric	P	**Don Moore** Natural Gas Distribution	P	**Melanie Lewis** Regulated Electric	P	**Dawn Hickson** Counties
P	**Tim Smith** Cities Population <25K	P	**Scott Clement** Cities Population >25K	P	**Johnny Sapp** ODOT	O	**Mitch Burghelea** Cable TV
P	**Phil Boyle** OPUC	P	**John Eckis** Telecom Cooperatives	P	**Connor Toney** Excavators	O	**Jessica Epley** Telecom >50K Access Lines
P	**Paul Schmidt** Contractors	P	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
					Open Public Utility Districts		**Open** Railroads

Others in attendance were: Kitty O'Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Joyce Nelsen - Roome Telecom.

Introductions: Scott Gallegos welcomed everyone to the meeting and introductions were completed.

Safety Moment – Scott Gallegos reminded everyone of the importance of taking a couple extra minutes to let the windows on your vehicle completely defrost before driving during the winter months. Don't try peeking through foggy windows.

Adopt Previous Board Meeting Minutes:
Tim Smith made a motion to accept the December 9, 2020 minutes as submitted. Phil Boyle seconded the motion. Johnny Sapp abstained from voting as he was not present at the last meeting. Vote record 01-13-21-01.

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that three members have requested to have finance charges waived. Two members (City of Cascade Locks – district code COCL01 and Crook County Road Department – district code CCDR01) cited delays due to Covid 19 and the account otherwise being in good standing and one member (Yamhill County Department of Public Works – district code YCDPW01) citing that government agencies do not pay finance charges. Discussion followed and it was decided to get a legal opinion to determine if all state or government agencies are exempt from the finance charges. This will also be revisited in Policy and Procedures. Phil Boyle will check with the OPUC's Accounts Payable Department. Phil Boyle made a motion to waive the finance charges for the City of Cascade Locks and Crook County Road Department and to wait for clarification regarding all state and government agencies before deciding on Yamhill County Department of Public Works. Melanie Lewis seconded the motion. Vote record 01-13-21-02. The total amount waived for the City of Cascade Locks is $1.61 and for Crook County Road Department is $1.16. The amount being researched for Yamhill County Department of Public Works is $0.13.

All Board Members had previously been emailed copies of the December 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for December was 24,298 tickets, which is up 17.13% from December 2019. The ITIC percentage for December was 67.47%, up from December 2019's 66.15%. The Average Speed of Answer (ASA) was 11 seconds for December 2020.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports and the aging reports for December 2020.

Treasurer Report: Dawn Hickson. Dawn will go over the treasurers report at the February Board Meeting.

Kitty O'Keefe will forward the Budget Reports to Brewster Whitmire and Paul Schmidt.

Board of Directors Officer's Reports:

Chair's Report: Scott Gallegos – Scott noted that today will be a long day of interviews and the Board will take breaks as needed

Vice Chair Report: Micah Brown – No report

Treasurer Report: Dawn Hickson – No report

Secretary Report: Scott Clement – Scott was welcomed to the position of Secretary by Scott Gallegos. Scott Clement noted that he would need to leave early due to meeting conflicts..

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O'Keefe – No report.

Executive Session: Scott Gallegos advised that the OUNC Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(a), which allows the Board to meet in executive session to conduct interviews for the OUNC's Executive Director position.

Representatives of the news media and designated staff shall be allowed to attend the executive session. The Executive Session will be held on a Zoom call and only Board member, media, and designated guests will be allowed to enter the Zoom meeting. 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, via the Join.Me call and website and welcome the audience back into the room, which we expect to be at approximately 4pm.

Scott Gallegos called the meeting back on Join.Me at 4:20pm. Ryan Sandhu thanked all members and guest who participated in the top 5 candidate interviews for ED.

Motion made:

Ryan Sandhu made a motion to move candidates for the OUNC Executive Director position who scored 78 points or higher move forward to the reference check phase of the recruitment process.
Members discussed the candidates, who scored lowered, to be notified.
Ask if they would like to remain considered for the position.
Tim Smith seconded the motion; motion passed. Vote record 01-13-21-03.

Motion made:
Micah Brown made a motion to put off the Committee Reports till Feb.13, 2021 OUNC Board Meeting. Phil Boyle seconded the motion; motion passed. Vote record 01-13-21-04.

Good of the Order: none

New business: Don More to discuss: Exploratory Committee was tabled.

Motion to adjourn by Micah Brown and seconded by Melanie Lewis. Meeting adjourned at 4:45pm Vote record 01-13-21-05.

Meeting Adjourned.

Voting Record
Motion 01-13-21-01

Y	**Scott Gallegos** OUCC	Y	**Micah Brown** NULCA	NP	**Scott Crosby** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
NP	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	Y	**Dawn Hickson** Counties
Y	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	A	**Johnny Sapp** ODOT	NP	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	Y	**John Eckis** Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
					Open Public Utility Districts		**Open** Railroads

Summary
Yes = 13
No = 0
Abstain = 1
Not Present = 4

Voting Record
Motion 01-13-21-02

Y	**Scott Gallegos** OUCC	Y	**Micah Brown** NULCA	NP	**Scott Crosby** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
NP	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	Y	**Dawn Hickson** Counties
Y	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	NP	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	Y	**John Eckis** Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
					Open Public Utility Districts		**Open** Railroads

Summary
Yes = 14
No = 0
Not Present = 4

Voting Record
Motion 01-13-21-03

Y	**Scott Gallegos** OUCC	Y	**Micah Brown** NULCA	NP	**Scott Crosby** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
NP	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	Y	**Dawn Hickson** Counties
Y	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	NP	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	Y	**John Eckis** Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
					Open Public Utility Districts		**Open** Railroads

Summary
Yes = 14
No = 0
Not Present = 4

Voting Record
Motion 01-13-21-04

Y	**Scott Gallegos** OUCC	Y	**Micah Brown** NULCA	NP	**Scott Crosby** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
NP	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	Y	**Dawn Hickson** Counties
Y	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	NP	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	Y	**John Eckis** Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
					Open Public Utility Districts		**Open** Railroads

Summary
Yes = 14
No = 0
Not Present = 4

Voting Record
Motion 01-13-21-05

Y	**Scott Gallegos** OUCC	Y	**Micah Brown** NULCA	NP	**Scott Crosby** Regulated Telecom <50K Access Lines	Y	**Ryan Sandhu** Special Districts
NP	**Nathan Rivera** Municipal Electric	Y	**Don Moore** Natural Gas Distribution	Y	**Melanie Lewis** Regulated Electric	Y	**Dawn Hickson** Counties
Y	**Tim Smith** Cities Population <25K	Y	**Scott Clement** Cities Population >25K	Y	**Johnny Sapp** ODOT	NP	**Mitch Burghelea** Cable TV
Y	**Phil Boyle** OPUC	Y	**John Eckis** Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives		**Open** Interstate Natural Gas Pipeline		**Open** National Telecom Damage Prevention
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Summary
Yes = 14
No = 0
Not Present = 4