

Meeting Minutes
June 9, 2021
**OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS**

Meeting Minutes, Sheraton – Portland Airport Hotel Mt. St. Helens Room 8235 NE Airport Way Portland, Oregon 97220. Join Zoom Meeting <https://zoom.us/j/97940652609?pwd=SXJta0JwdTVtdS9aTm0wb212MFNPUT09> Meeting ID: 979 4065 2609 Passcode: 357024

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

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

Others in attendance were: Josh Thomas - OUNC Executive Director, Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Kim Boyd- OCC, Kyle Thomas – City of Bend, Konstantin Chumachen – Utiliquest, Shawna Bergeron – Tapani, Anne Bird – USIC, Megan McDonald – Ritz Safety.

Introductions: Micah Brown welcomed everyone to the meeting and introductions were completed.

Safety Moment – Connor Toney provided this month’s safety moment on protecting workers from Heat Stress. See Attachment 1 at the end of the voting records.

Adopt Previous Board Meeting Minutes: Tim Smith made a motion to accept the May 12, 2021 minutes as presented. Johnny Sapp seconded the motion. **Vote record 06-09-21-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that May was the 3rd month in a row with ITIC over 71%.

It was also reported that five members (CenturyLink, TriMet – 2 district codes, ODOT – 2 district codes, City of Tualatin, and Rogue Valley Sewer Services) sent requests to have the finance charges waived. After discussion the Board would like to know why each member is making this request. Greg will have the OCC Billing Office check with each of these members for that information.

The Call Center is unable to reach the district code RG01 under the name Jim Hopkins. This member is registered with “Water Runoff Drain” located in front of 5001/ 4906 / 4920 SW Miles St Portland, OR. They have one phone number and one mailing address. The phone number is no longer in service and the mail sent to the address is returned. The center is asking to be able to remove this member from the database. After discussion the Executive Director, Josh Thomas, and the Policy and Procedures Committee will both look into this issue and see about getting a policy in place regarding unreachable members.

Melanie Lewis asked for an update on the beta testing for ITICnxt. Greg reported that there are a few volunteer testers and a small number of tickets being processed. Greg will check with the testers for any feedback and provide the information to Melanie.

All Board Members had previously been emailed copies of the May 2021 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for May was 32,023 tickets, which is up 5.68% from May 2020. The ITIC percentage for May was 71.60%, up from May 2020’s 59.32%. The Average Speed of Answer (ASA) was 35 seconds for May 2021.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports and the aging reports for May 2021.

Treasurer Report: Alba Dawn Vogland. Dawn gave the report for May 2021 report. Phil Boyle made a motion to accept the May 2021 Treasurers report as presented. Tim Smith seconded the motion. **Vote record 06-09-21-02**

Board of Directors Officer’s Reports:

Chair’s Report: Micah Brown – Micah noted that Kitty O’Keefe’s review is overdue and will schedule an executive session for next months Board Meeting.

It was reported that Josh Thomas, OUNC Executive Director, has looked into the OUNC Business Registry and the OUNC needs to do a few things to get reinstated, which will cost approximately \$600. Micah has approved this payment.

Micah led a discussion on “Extended Start Time” which is a feature that can be made available through OCC. This feature allows for communication and documentation when a utility and excavator agree to

extend the start date / time on a ticket. Kim Boyd with OCC gave additional information. Micah suggests topic be taken back to the OAR Committee for further discussions.

The Metro Utility Coordinating Council (MUCC) will have its annual charity golf tournament on July 16th, 2021. Micah asked if there was interest in the OUNC having a team. Kitty O’Keefe will send out an email to all Board Members. After additional discussion Tim Smith made a motion to approve up to \$1,000 to sponsor a team for the MUCC gold tournament. Phil Boyle seconded the motion. **Vote record 06-09-21-03**. The motion failed.

Nate Rivera made a motion to approve up to \$1,500 to sponsor a team for the MUCC golf tournament. Phil Boyle seconded the motion. **Vote record 06-09-21-04**.

Vice Chair Report: Melanie Lewis – Melanie reminded all Board Members that they each represent a stakeholder group and encourages everyone to participate in the Boards discussions.

Treasurer Report: Alba Dawn Vogland – Alba asked if anyone knew why there is a monthly charge from CenturyLink. Frank Planton explained that it is a fee for routing 811 calls.

Secretary Report: Scott Clement – No report

PUC Representative Report: Phil Boyle – Nothing to report

Administrative and Outreach Coordinator – Kitty O’Keefe – Kitty provided information on the recent Dozer Days held in Vancouver Washington. The OUNC had provided a \$500 sponsorship.

Committee Reports:

Budget and Audit Committee: Alba Dawn Hickson: Nothing to report. A committee meeting will be scheduled.

Contracts Committee: Nate Rivera – Nate reported that the committee met this morning. There was one response to the One Call Center RFP. The response was scored and was in compliance with the RFP. The committee recommends that the OUNC Executive Director, Josh Thomas, moves forward in negotiating with One Call Concepts. One Call Concepts (OCC) will not be required to give a presentation. After discussion the Board will accept this recommendation and move forward with negotiations.

Damage Reporting/Dirt: Don Moore –Nothing to report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – Nothing to report

Policy & Procedures Committee: John Eckis – The committee met last Friday. They discussed the finance charges and they are under review. They also discussed adding information on new employees.

Melanie Lewis asked if there was any progress regarding members that can no longer be contacted. The committee, as well as Josh Thomas, the OUNC Executive Director, is still looking into this issue.

Publicity Committee: Scott Clement – Kitty O’Keefe reported that the committee will be meeting later this month.

Kitty also shared the ads from the OCC Creative Team for the Pendleton Round up with the Board. The event is Sept 13-18 and they are still looking for volunteers.

Training and Education Committee: Mitch Burghlea – Mitch reported that the locating classes are still going well with two more scheduled in August and October.

Mitch is working with Clint Kalfell on ways to restart the in person Excavation Safety classes later this year.

Membership: Phil Boyle: Phil reported that someone from T C Energy is interested in the vacant Interstate Natural Gas Pipeline position and that Kyle Thomas with the City of Bend will be applying for the vacant OUCC position. Phil is still waiting for a recommendation from Special Districts. Alba Dawn Vogland is reapplying for her first full term. Tim Smith announced that his term is up in September and he will not be reapplying.

The list of OUNC Board Members and their term dates are on the OUNC website.

Oregon Utilities Coordinating Council (OUCC) Report: Alba Dawn Vogland reported that the OUCC had it’s quarterly meeting yesterday and Kyle Thomas with the City of Bend was voted in as Vice Chair. Kyle has been recommended as the OUNC Board representative.

The OUCC will be discussing media outreach at their next meeting.

Lysnay Demko gave a presentation on Damages.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that the first payroll for the Executive Director was processed.

The committee discussed if they should disband or if they still had work to do and it was decided they would keep the committee intact for the next few months.

The committee discussed establishing participation in PERS. Ryan shared a document for that purpose (see Attachment 2) and they need a resolution from the OUNC Board. Ryan Sandhu made a motion to accept the OUNC resolution to PERS as presented. Nate Rivera seconded the motion. **Vote record 06-09-21-05.**

Exploratory Committee: Don Moore: Don gave some background on the OUNC role in enforcement and investigations. The OUNC is looking for data from the Oregon PUC to help determine policies.

Don reported that the PUC has a new complaint intake tool. Phil Boyle gave a demonstration. The tool is available on the PUC website and will replace the current RAA form. The tool will also be placed on the OUNC website. Phil will send the link to Greg Snyder at the One Call Center so the center can refer callers to the new complaint tool.

National Industry News: NULCA, CGA, Open Discussion: The OCC users’ group will be September 21-23 in Palm Springs. OCC will pay for one Board Member to attend.

Old business: None

New Business: Nate Rivera would like to add a spot on the agenda to allow the Executive Director to make a report to the Board. Josh Thomas gave an impromptu report. He's been getting his office set up, equipment ordered and getting initial paperwork completed. He has also been meeting individually with Board Members and networking. His next step is to meet with Don Evans in Washington.

Melanie Lewis noted that this will be the last OUNC Board Meeting attended by Greg Snyder, as he is retiring from OCC.

Good of the Order: Micah Brown asked Josh Thomas to look into having a single location to house all OUNC records.

Nate Rivera made a motion to adjourn the meeting. Melanie Lewis seconded the motion. [Vote record 06-09-21-06](#)

Meeting Adjourned.

Voting Record
Motion 06-09-21-01

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
N P	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 = 3

Voting Record

Motion 06-09-21-02

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
N P	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 = 3

	Open OUCC	N	Micah Brown NULCA	N	Scott Crosby Regulated Telecom <50K Access Lines	N	Ryan Sandhu Special Districts
N	Nathan Rivera Municipal Electric	N	Don Moore Natural Gas Distribution	N	Melanie Lewis Regulated Electric	N	Alba Dawn Vogland Counties
N	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	N	Johnny Sapp ODOT	N	Mitch Burghlea Cable TV
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Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
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Voting Record
Motion 06-09-21-05

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
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N P	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 = 3

Voting Record
Motion 06-09-21-06

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Don Moore Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Tim Smith Cities Population <25K	N P	Scott Clement Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea Cable TV
Y	Phil Boyle OPUC	Y	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
N P	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Attachment 1

Protecting Workers from Heat Stress

Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions that can be taken any time temperatures are high and the job involves physical work.

Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Heavy physical labor
- No recent exposure to hot workplaces
- Low liquid intake
- Waterproof clothing

Symptoms of Heat Exhaustion

- Headache, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting

Symptoms of Heat Stroke

- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating

To Prevent Heat Illness:

- Establish a complete heat illness prevention program.
- Provide training about the hazards leading to heat stress and how to prevent them.
- Provide a lot of cool water to workers close to the work area. At least one pint of water per hour is needed.



U.S. Department of Labor

For more information:
OSHA[®] Occupational Safety and Health Administration
www.osha.gov (800) 321-OSHA (6742)

OSHA 3154-06F 2017

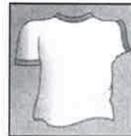
OSHA[®] QUICK CARD[™]

- Modify work schedules and arrange frequent rest periods with water breaks in shaded or air-conditioned areas.
- Gradually increase workloads and allow more frequent breaks for workers new to the heat or those that have been away from work to adapt to working in the heat (acclimatization).
- Designate a responsible person to monitor conditions and protect workers who are at risk of heat stress.
- Consider protective clothing that provides cooling.



How to Protect Workers

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.



What to Do When a Worker is Ill from the Heat

- Call a supervisor for help. If the supervisor is not available, call 911.
- Have someone stay with the worker until help arrives.
- Move the worker to a cooler/shaded area.
- Remove outer clothing.
- Fan and mist the worker with water; apply ice (ice bags or ice towels).
- Provide cool drinking water, if able to drink.

IF THE WORKER IS NOT ALERT or seems confused, this may be a heat stroke. CALL 911 IMMEDIATELY and apply ice as soon as possible.



U.S. Department of Labor

For more information:

OSHA[®] Occupational
Safety and Health
Administration

www.osha.gov (800) 321-OSHA (6742)

**Oregon Utility Notification Center
Resolution <Number>**

A RESOLUTION ESTABLISHING PARTICIPATION IN OREGON PERS, THE PUBLIC EMPLOYEE RETIREMENT SYSTEM.

WHEREAS, Oregon Utility Notification Center (Agency) is an employer of public employees,

WHEREAS, the Agency wishes to begin participating as a PERS-covered employer,
WHEREAS, the Agency must determine and establish parameters for the future application of the PERS program for the Agency,

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

- 1) The Agency intends to join PERS,
- 2) The Agency authorizes Micah Brown, OUNC Board Chair, to represent it and establish a coverage agreement with PERS,
- 3) The Agency shall extend PERS coverage to all of its employees who work in qualifying positions,
- 4) The Agency will participate in the Oregon Public Service Retirement Program (OPSRP) Pension Program and the OPSRP Individual Account Program (IAP),
- 5) The Agency will participate in the PERS Chapter 238 Program for members of that program that it currently employs or may hire in the future in the class(es) designated for coverage to the extent set forth above;
- 6) The Agency intends to join the unused sick leave program pursuant to ORS 238.350,
- 7) The Agency does not intend to participate in the State and Local Government Rate Pool (SLGRP),
- 8) The Agency intends to submit the six percent (6%) IAP contribution on the employees' behalf using the member paid pre-tax (MPPT) method,
- 9) The Agency proposes to commence participation beginning June 1, 2021.

ADOPTED this 9th day of June, 2021.

_____, Chair

_____, Secretary

Ayes: _____

Nays: _____