

DRAFT Meeting Minutes
July 14, 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/93319505401?pwd=eFhhb2MzeFBjbDBFWkpmbVF3NkgwUT09> Meeting ID: 933 1950 5401 Passcode: 872646

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

	Open OUCC	X	Micah Brown NULCA	X	Scott Crosby Regulated Telecom <50K Access Lines	X	Ryan Sandhu Special Districts
X	Nathan Rivera Municipal Electric	O	Don Moore Natural Gas Distribution	O	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
X	Tim Smith Cities Population <25K	O	Scott Clement Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
O	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, Frank Planton – OCC, Kim Boyd- OCC, Kyle Thomas – City of Bend, Jaimie Lemke- NW Natural, Dale Bromaghin, Terry Hoagan- OCC Dale Bromaghin- TCenergy

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

Safety Moment – Kitty O’Keefe shared a Digging Dangers video on aging infrastructure.

Adopt Previous Board Meeting Minutes: Tim Smith made a motion to accept the June 9, 2021 minutes as presented. Scott Crosby seconded the motion. **Vote record 07-14-21-01.**

Open Testimony: None

OUNC Operations Report: Scott Gallegos reported that June was the 4th month in a row with ITIC over 71%.

It was also reported that there are now six members (CenturyLink, TriMet – 2 district codes, ODOT – 2 district codes, City of Tualatin, Rogue Valley Sewer Services and Laurelwood Water Co-op) who have sent requests to have their finance charges waived. Josh is looking into some recommendations for the Policy and Procedures committee to consider.

The Call Center is unable to reach the following district codes, Jim Hopkins- RG01, W. Carroll Private Water- WILCAR01, North Umpqua Resort- NUR01, and Anglers Park, Talas LLC- APRVB. The center is asking to be able to remove this member from the database. The Policy and Procedures Committee will be looking into this issue and see about getting a policy in place regarding unreachable members.

All Board Members had previously been emailed copies of the June 2021 operations reports. Scott Gallegos went over the highlights for the month. The incoming ticket total for June was 32,377 tickets, which is up 0.07% from June 2020. The ITIC percentage for June was 73.26%, up from June 2020's 66.60%. The Average Speed of Answer (ASA) was 15 seconds for June 2021.

Scott Gallegos brought up for discussion the value of header codes other than Emergency, Two Full Business Days and Design Information. More discussion is needed around interpretation.

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

Treasurer Report: Alba Dawn Vogland. Alba gave the report for June 2021 report. Johnny Sapp made a motion to accept the June 2021 Treasurers report as presented. Brewster Whitmore seconded the motion

Vote record 07-14-21-02

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Micah shared a recent interview Micah and Josh did with channel 12. This will play on July 20th.

Lunch with Greg for his retirement went well.

Vice Chair Report: Melanie Lewis – Not present

Treasurer Report: Alba Dawn Vogland – Alba mentioned that she is still have troubles with online banking and doesn't have a credit card yet.

Alba asked if Josh will be on the account, Micah said yes. Discussion followed

Nate Rivera made a motion to give Josh Thomas a credit card with a limit not to exceed \$5,000. Mitch Burghlea seconded the motion

Vote record 07-14-21-03

The Book Keeping company asked if we would like to see more reports around payroll.

The CD has matured and the question came up as to how to move forward with the money. Nate suggested that Josh looked into options with better rates and liquidity, possible the LGIP.

Secretary Report: Scott Clement – Not present

PUC Representative Report: Phil Boyle – Not present

Administrative and Outreach Coordinator – Kitty O’Keefe – asked the board if they would like to sponsor a \$1,500 sponsorship for the Mid Oregon Safety Summit Jan 28-29, 2022.

NWUCA is putting on their Excavation Rodeo, Kitty will be attending August 1st.

Executive Director Report: Josh Thomas- Started by saying that he is still happy to be in the position. Josh has spent time meeting board members and working on the strategic plan. He is looking into technology that will help the board do their business. Also looking for earned media.

Looking into organizational status updates with the State of Oregon and IRS.

Several issues to address with the DOJ.

A records request came through for some recordings

Finance charges discussion came up

Contract with the call center discussion will come up soon

The phone and internet policy for employees

Working with Kitty on social media strategy

Ticket extension discussion continues

Started a flash alert through “Your news”

Looking into a board orientation for new board members

Josh shared highlights from 1 on 1s

Nate would like the board to ask Josh to review the budget, contract and rate issues in 3rd quarter.

Nate also asked to explore a legislative outreach plan

Nate also asked to look into a 12 month policy and procedures update.

Discussion ensued around cell phone compensation policy

Moving into Executive session: Nate made a motion to increase Kitty’s salary by 4% retroactively back to March 20th. Mitch Burghelea seconded the motion. [Vote record 07-14-21-04](#)

Committee Reports:

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

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: Don Moore –Nothing to report

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Committee met and discussed ticket extension tools from One Call Concepts

Policy & Procedures Committee: John Eckis – Josh shared about finance issues and other upcoming updates

Publicity Committee: Scott Clement – Kitty O'Keefe reported updates on upcoming activities to include channel 12 interview, Hillsboro Hops game and Pendleton Roundup.

Scott Crosby will be replacing Scott Clement

Training and Education Committee: Mitch Burghlea – Mitch reported that the next online locating class is open for registration. Looking to have an in person class in October.

Will be bringing Clint from Montana to do more excavation safety training, possibly in October.

Online excavation training is continuing to grow, now over 600.

Mitch brought up for discussion the idea of doing the Excavator Safety Summit. He will go back to committee.

Membership: Phil Boyle: Micah reported that Interstate Gas Pipeline has a recommended Dale Bromaghin to take the position. Don Moore will be stepping down from Natural Gas Distribution. Others are waiting for approval

Oregon Utilities Coordinating Council (OUCC) Report: Alba Dawn Vogland reported that there isn't much to report at this time. There is an MUCC golf tournament being held this Friday, July 16.

Executive Director Selection Committee: Ryan Sandhu: Ryan reported that the council will likely be dissolved soon. There is one issue left to conclude around PERS

Exploratory Committee: Don Moore: Micah reported that there was not a committee meeting held recently. There has been discussion that there only be one form used for complaints that the PUC currently has made and uses. Micah wants to take this back to committee for discussion for a board recommendation.

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. Nate, Dawn, Kitty, Josh and Brewster.

Tim Smith motion to send 4 board members to the OCC Users group meeting in Palm Springs. Johnny Sapp seconded. [Vote record 07-14-21-05](#)

Josh Thomas will be funded by OCC.

Old business: None

New Business: Nominations for Executive team were held. Melanie and Micah have been nominated for Chair. Melanie and Mitch have been nominated for Vice Chair. Brewster and Alba have been nominated for Treasurer. Johnny was nominated for Secretary.

Good of the Order: Micah Brown presented a recognition plaque to Scott Gallegos for his years of service. Nate acknowledged Kitty for her continued dedication

Nate Rivera made a motion to grant power of attorney to The Book Keeping Company from July 14- August 11, 2021 to address IRS issue around the boards EIN number. Tim Smith seconded. [Vote record 07-14-21-06](#)

Micah brought up the idea of initiating board training, Josh to follow up.

Nate Rivera made a motion to adjourn the meeting. Johnny Sapp seconded the motion. [Vote record 07-14-21-07](#)

Meeting Adjourned.

Voting Record
Motion 07-14-21-01

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 10

No = 0

Not Present = 7

Voting Record
Motion 07-14-21-02

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 10

No = 0

Not Present = 7

Voting Record
Motion 07-14-21-03

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 10

No = 0

Not Present = 7

Voting Record
Motion 07-14-21-04

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 11

No = 0

Not Present = 6

Voting Record
Motion 07-14-21-05

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 11

No = 0

Not Present = 6

Voting Record
Motion 07-14-21-06

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 11

No = 0

Not Present = 6

Voting Record
Motion 07-14-21-07

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	Y	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	N P	Don Moore Natural Gas Distribution	N P	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
N P	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 = 11

No = 0

Not Present = 6