

Final Meeting Minutes
February 9, 2022
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS
Meeting available on Zoom

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

| | | | | | | | |
|----------|--|----------|---|----------|---|----------|--|
| | Open OUCC | X | Micah Brown NULCA | O | Scott Crosby Regulated Telecom <50K Access Lines | O | Ryan Sandhu Special Districts |
| O | Nathan Rivera Municipal Electric | | Natural Gas Distribution | O | Melanie Lewis Regulated Electric | X | Alba Dawn Vogland Counties |
| | Cities Population <25K | | Cities Population >25K | X | Johnny Sapp ODOT | X | Mitch Burghlea Cable TV |
| | OPUC | O | John Eckis Telecom Cooperatives | X | Connor Toney Excavators | X | Jessica Epley Telecom >50K Access Lines |
| X | 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, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Kyle Thomas- Dept of Forestry, Kevin Hennessy- OPUC, Andy Crocker- Rockwood Water, Sean Tarter- City of Pendleton, Jarrod Hostetler, Jim Walton- Linescape

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

Safety Moment – Sean Tarter- Shared a safety moment around the importance of ensuring new employees are properly trained in the area of safe excavation

Adopt Previous Board Meeting Minutes: Paul Schmidt moved to accept the January minutes as amended, Jessica Epley seconded **vote record 2-9-22-01.** Johnny Sapp Abstained

Open Testimony: None

OUNC Operations Report: Scott Gallegos

January 2022 Highlights

Incoming Tickets – 26335

Down 0.16% from January 2022

Up 0.16% YTD from 2021

Outgoing Tickets – 146,966

Down 6.33% from January 2021

Up 6.33% YTD from 2020

In/Out Ratio - 5.58

5.95 in December 2020

last month was 5.33

ITIC Tickets – 18,960

% ITIC – 72.00%

% in 2020 – 67.23%

10th month in a row over 70%

Micah will get with Scott and Frank regarding a concern around how the AI is placing the marking instructions and the driving instructions. Frank recommended a meeting with Adam as well to get some information on what other states are doing in this area.

Discussion went on to describe an issue with remarks being added to a direct release ticket.

Kevin would like to have each person who enters a ticket to have their own log in. Frank and Scott to meet to provide verbiage to Kevin.

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

Treasurer Report: Melanie Lewis. Josh Thomas provided report

Josh did some research as to the value of bringing in The Book Keeping Company in to present the monthly. He feels that the value isn't there to have them in attendance as it would include an hourly rate plus travel expenses.

Josh mentioned that it has been some time since we have looked at the book keeping contract. Josh and Kitty to look into this.

Josh spoke about the Local Government Investment Pool (LGIP) and will make a recommendation later in the meeting.

Josh spoke to his review of the revenue decrease. This has not been evident yet, and Josh is still looking into this.

Jessica suggested that the board put out an RFP for the accounting services. Micah will give it to Nate and the contracts committee.

Johnny suggested a 3 year contract with 2 years of extensions.

Jessica recommended this being moved to the policy and procedures committee

Jessica Epley made a motion to direct the policy and procedures committee to update the procedure around approval roles making the Executive Director as having final approval of invoices. Paul Schmidt seconded. [vote record 2-9-22-02](#)

Jessica Epley made a motion to accept the January treasurers' reports. Johnny Sapp seconded. [vote record 2-9-22-03](#)

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Looking to stay virtual until there is further direction from the Governor's office.

Vice Chair Report: Melanie Lewis – Josh reported that Kitty is now set up to be hired on as a State Employee.

Josh will be working with Melanie and annual reports

Treasurer Report: Melanie Lewis (Interim) – Josh needs board approval to apply for participation with the LGIP plan.

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Vacant – Kevin reported that the PUC has been processing some complaints and all reports are on the website.

Frank asked Kevin if had any feedback from a study that was brought up by a stakeholder group. Kevin had attended a phone conference with the National Association of Pipeline Regulators. He reported that the findings were unsubstantiated at best.

Discussion followed. Micah asked Josh to share the report with the board

Administrative and Outreach Coordinator – Kitty O'Keefe

- Has requested a proclamation with the Governor's office for April Safe Digging Month
- Kitty updated the group on the ongoing locator training
- Kitty mentioned the ITIC NXT training that will has begun
- Kitty mentioned that there was a meeting with the CGA regarding membership

Executive Director Report: Josh Thomas-

- Josh also commented on the meeting with CGA and recommended continued membership
 - Meeting with Lynsay regarding DIRT reporting tomorrow
 - A hack was made to the OUNC store
 - A quote was received on how much cybersecurity insurance
 - Josh continues to work with the Governor's office on membership
 - Josh opened up discussion around hosting the retreat and in person board meeting in March at Salishan
 - Discussion followed
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Committee Reports:

Budget and Audit Committee: Melanie Lewis- Kitty mentioned that she receives all invoices and presents them to Josh and Melanie

Discussion was had regarding an audit. Josh is looking into a review vs an audit and who might complete the process

Contracts Committee: Nate Rivera – Kitty shared that contracts have been submitted for P and E events in 2022

Micah noted that he will let Nate know that we need to have an RFP for accounting services

Damage Reporting/Dirt: No Chair- Josh reported that he will be meeting with Lynsay Demko regarding transitioning the DIRT report.

Kevin Hennessy has offered to step in as chair once he is appointed.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – The committee had a meeting. Still in the process of pre survey and design tickets.

No recommendations at this time.

Scott will put together a short presentation on the DIR system.

Discussion followed regarding Design Information Requests

Policy & Procedures Committee: Jessica Epley – Jessica was appointed as new committee chair.

Jessica will schedule a committee soon

Publicity Committee: Scott Crosby – Kitty reported that Royal and Alpha media starting promotions in March.

Looking into areas to best promote with Car Wraps

Training and Education Committee: Mitch Burghlea -

- Held meeting in Jan
- Excavation Safety Class.
 - Held one in 2021
 - Looking to update class
- On line excavation class is still growing and now includes NXT module
- Locator training
 - Virtual and in person locates are set up for 2022
- NXT training
 - Loy Clark training has occurred
 - Letter went out to top 100 locate requesters that are using the old version of ITIC to offer training
 - OCC is holding 4 trainings a week for NXT

Membership: Vacant -

- Josh updated the status on all positions

Oregon Utilities Coordinating Council (OUCC) Report: Alba Vogland- Working through taxes with Wicks Emmets.

Waiting to see what happens with March's meeting to schedule the OUCC

Micah brought up some excavators who had called in long tickets and several landscape emergencies and is looking for support as to where to reach groups like these.

Kevin explained that there is historical enforcement on emergency abuse.

Discussion followed

Executive Director Selection Committee: Ryan Sandhu- Kitty has officially been hired.

National Industry News: NULCA, CGA, Open Discussion: Josh mentioned a partnership with Walmart and Sunbelt rentals to rent equipment.

Old business: Micah brought up to revisit Josh's previous recommendation to move funds to LGIP. Discussion followed.

Johnny Sapp made a motion to allow ED on behalf of OUNC to apply for participation in the Treasury-managed Oregon Short Term Fund (OSTF) through the Local Government Investment Pool (LGIP or pool). The board authorizes an exception to the "federally insured financial institution" referenced in Policy and Procedures Manual 3.9 relating to Banking Policy. Paul Schmidt seconded. [vote record 2-9-22-04](#)

New Business: Kevin shared a concern by a citizen regarding wanting more or specific information. Kim will work with Kevin to get more specific details.

Josh brought up a request to travel to the CGA at approximately \$2,500 per person.

Good of the Order:

Johnny Sapp made a motion to adjourn the meeting. Paul Schmidt seconded the motion. [vote record 2-9-22-05](#)

Meeting Adjourned.

Voting Record
Motion 2-9-22-01

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

Summary

Yes = 6

No = 0

Not Present = 6

Abstained= 1

**Voting Record
Motion 2-9-22-2**

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

Yes = 7

No = 0

Not Present = 6

Voting Record
Motion 2-9-22-03

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

Yes = 7

No = 0

Not Present = 6

Voting Record
Motion 2-9-22-04

| | | | | | | | |
|----------------------|--|----------------------|---|----------------------|---|----------------------|--|
| | Open OUCC | Y | Micah Brown NULCA | N P | Scott Crosby Regulated Telecom <50K Access Lines | N P | Ryan Sandhu Special Districts |
| N P | Nathan Rivera Municipal Electric | | Natural Gas Distribution | N P | Melanie Lewis Regulated Electric | Y | Alba Dawn Vogland Counties |
| | Cities Population <25K | | Cities Population >25K | Y | Johnny Sapp ODOT | Y | Mitch Burghlea Cable TV |
| | OPUC | N P | John Eckis Telecom Cooperatives | Y | Connor Toney Excavators | Y | 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 = 8

No = 0

Not Present = 5

Voting Record
Motion 2-9-22-05

| | | | | | | | |
|----------------------|--|----------------------|---|----------------------|---|----------------------|--|
| | Open OUCC | Y | Micah Brown NULCA | N P | Scott Crosby Regulated Telecom <50K Access Lines | N P | Ryan Sandhu Special Districts |
| N P | Nathan Rivera Municipal Electric | | Natural Gas Distribution | N P | Melanie Lewis Regulated Electric | Y | Alba Dawn Vogland Counties |
| | Cities Population <25K | | Cities Population >25K | Y | Johnny Sapp ODOT | Y | Mitch Burghlea Cable TV |
| | OPUC | N P | John Eckis Telecom Cooperatives | Y | Connor Toney Excavators | Y | 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 = 8

No = 0

Not Present = 5