

Meeting Minutes
 March 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	X	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
O	Nathan Rivera Municipal Electric		Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlelea Cable TV
	OPUC	O	John Eckis Telecom Cooperatives	X	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	O	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- US Forrest service, Jaimie Lemke- NW Natural, Kevin Hennessy- OPUC, Andy Crocker-Rockwood Water, Sean Tarter- City of Pendleton, Megan Moore- Central Lincoln PUD, Lynda Hoffman-City of Portland, Jim Walton- Linescape

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

Safety Moment – Kevin Hennessy- Kevin shared information on root causes that have been submitted to the CGA. Siting that the largest root cause is failure to call and is followed by excavator error while locator error brings up the third.

Adopt Previous Board Meeting Minutes: Jessica Epley moved to accept the February minutes as amended, Paul Schmidt seconded **vote record 3-9-22-01.**

Open Testimony: None

OUNC Operations Report: Scott Gallegos

February 2022 Highlights

**Incoming
Tickets**

27,320 Up 11.61% from Feb 2021
Up 5.51% YTD from 2021

**Outgoing
Tickets**

151,825 Up 5.63% from Feb 2021
Down 0.61 % YTD from
2021

In/Out Ratio

5.56 5.87 Feb 2021

ITIC Tickets

19,777

% ITIC

72.39%

Melanie brought up an issue of header codes and minimizing them down to Emergency, 2 full business day and Survey. Discussion followed. A recommendation was made to put out a survey. Jessica recommended referring to the Training and Education committee to evaluate and make a recommendation back to the board.

Josh will set a meeting to discuss and make a recommendation.

Josh brought up the discussion around when to switch over to NXT. Discussion followed. The board would like to have a hard date of July 1. Josh will work with Scott to get out a letter to excavators.

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. Melanie provided the treasurers report.

Josh shared a board brief, which he has shared with the board discussing financial review versus doing a financial audit. Josh recommended an audit. Either way, this needs to be completed by the end of 2023.

Melanie made a motion to have Melanie Lewis, Micah Brown and Joshua Thomas to be signers on the Riverview accounts Non-profit checking #001616515988, Business plus #001699002495 and CD-51000011380 and Umpqua account # 04992736173 as well as with the new LGIP/OSTF account with the State of Oregon once created. Alba Vogland seconded. **vote record 3-9-22-02**

Melanie shared a recommendation having The Book Keeping Company come to a quarterly meeting to share the financial information at \$125 per hour. Discussion followed.

Paul Schmidt made a motion to accept the January treasurers' reports. Johnny Sapp seconded. **vote record 3-9-22-03.**

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Nothing to report

Vice Chair Report: Melanie Lewis – Nothing to report

Treasurer Report: Melanie Lewis (Interim) – Nothing to report

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Vacant – No report

Administrative and Outreach Coordinator – Kitty O'Keefe

- Kitty submitted reports to Publicity as well as Training and Education

Executive Director Report: Josh Thomas-

- Josh reported on the state investment pool
 - Updated that Kitty has officially been hired
 - Josh gave a presentation last week at Portland State
 - Also attended Pipeline Emergency Responders training
 - Met with Lynsay Demko regarding the DIRT report
 - Josh shared updates on anniversaries met by board members as well as acknowledgements
 - Josh updated the group on a group platform for IT
 - A recommendation to do a trial with Microsoft products
 - Josh will be attending the upcoming CGA conference
-

Committee Reports:

Budget and Audit Committee: Melanie Lewis- Melanie will be reaching out to schedule a meeting

Contracts Committee: Nate Rivera – No report

Damage Reporting/Dirt: No Chair- Mitch reported that March 31 is the last date to report to DIRT

Josh shared some damage heat maps that he got from Lynsay Demko

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Scott Gallegos shared a high-level description of the Design Information Locate process.

Kyle Thomas – voiced concerns that we need to adhere to the Oregon public meeting rules and state ethics rules around conflicts of interest, perceived or actual conflicts. His concern is in relation to financial ramifications of changing the OARS to reduce the number of locate tickets associated with changing how design locates are conducted. He is supportive of the change to the OARs but is reinforcing that the process needs to be transparent, and anyone with a conflict of interest follows the State ethics rules and public meeting requirements. Kevin Hennessy agreed with this.

Kevin reminded the group of the process and challenges involved in statute change

Micah made a motion to authorize the OAR committee to develop language around adding a design information process. Jessica Epley Seconded. [vote record 3-9-22-05](#)

Policy & Procedures Committee: Jessica Epley – Jessica shared they have met twice since the last meeting.

Josh started the presentation sharing the updates of the Policy and Procedures manual.

Jessica shared update recommendations on several policies as well as to the manual.

The committee is recommending removing the Contracts committee as a standing committee

Jessica made a motion to move Bylaws to be a standalone document, update all revisions to Policy and Procedures Manual Chapter 1 as presented, update new proposed policy regarding write-offs, update new proposed policy regarding late Fees and Finance Charges and update the bylaws to include previously approved changes as presented. Paul Schmidt seconded. [vote record 3-9-22-04](#)

Publicity Committee: Scott Crosby – Scott Crosby updated the group on the statuses of several campaigns being used including Alpha Media, Royal Media and CarVertise.

Kitty shared a video created by OCC creative team.

Josh shared about Dozer Days in Eugene for the first time in Oregon.

Training and Education Committee: Mitch Burghlelea -

- Excavation Safety Class are not set yet
- Locator training
 - Registration is open
- Jaimie Lemke asked the board what their thoughts are around developing more on-line training modules for specific groups like homeowners, landscapers and fencing contractors. Discussion followed

Membership: Vacant -

- Josh updated the status on all positions

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Scott Gallegos updated the group on the March meeting

Executive Director Selection Committee: Ryan Sandhu- No report

National Industry News: NULCA, CGA, Open Discussion:

Old business: Micah shared a discussion that was had with OCC and Josh regarding providing some clarification to the way tickets are read.

Paul Schmidt made a motion to have OCC create clear marking instructions on outgoing tickets separating marking instructions and driving directions. Melanie Seconded. [vote record 3-9-22-05](#).

Example:

THIS TICKET CONTAINS 2 CIRCLES.

MARKING INSTRUCTIONS: THE CENTER OF THE FIRST CIRCLE IS LOCATED 195 FEET S FROM THE INTERSECTION OF N 18TH ST AND COLLEGE ST. MARK A 20 FT RADIUS AROUND THE PHONE PEDESTAL - 2-3' TALL GREEN.

DRIVING DIRECTIONS: FROM THE INTERSECTION OF N 18TH ST AND COLLEGE ST, HEAD EAST ON COLLEGE ST FOR 6 FT. TURN RIGHT AT THE 1ST CROSS STREET ONTO N 18TH ST FOR 190 FT, HEAD E FOR 38 FEET TO THE PHONE PEDESTAL.

MARKING INSTRUCTIONS: THE CENTER OF THE SECOND CIRCLE IS LOCATED 47 FEET SW FROM THE INTERSECTION OF COLLEGE ST AND N 18TH ST. MARK A 20 FT RADIUS AROUND THE PHONE PEDESTAL - 2-3' TALL GREEN.

DRIVING DIRECTIONS: FROM THE INTERSECTION OF COLLEGE ST AND N 18TH ST, HEAD WEST ON COLLEGE ST FOR 36 FT, HEAD S FOR 30 FEET TO THE PHONE PEDESTAL.

OCC will be changing the title of the Remarks field in ITIC Update tickets to include the note “Any information entered cannot change the scope of the work”

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:

Paul Schmidt made a motion to adjourn the meeting. Melanie Lewis seconded the motion. **vote record 3-9-22-06.**

Meeting Adjourned.

**Voting Record
Motion 3-9-22-01**

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

Summary

Yes = 9

No = 0

Not Present = 4

Abstained = 0

**Voting Record
Motion 3-9-22-02**

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghelea 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 = 9

No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 3-9-22-03

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghelea 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 = 9

No = 0

Not Present = 4

Abstained= 0

Voting Record
Motion 3-9-22-04

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	N P	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 = 8

No = 0

Not Present = 5

Abstained= 0

Voting Record
Motion 3-9-22-05

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	N P	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 = 8

No = 0

Not Present = 5

Abstained= 0

Voting Record
Motion 3-9-22-06

	Open OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
N P	Nathan Rivera Municipal Electric		Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	N P	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 = 8

No = 0

Not Present = 5

Abstained= 0