

Meeting Minutes
 July 13, 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

X	Kyle Thomas OUCC	X	Micah Brown NULCA	X	Scott Crosby Regulated Telecom <50K Access Lines	O	Ryan Sandhu Special Districts
P	Nathan Rivera Municipal Electric	P	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
X	Sean Tarter Cities Population <25K		Cities Population >25K	O	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Kevin Hennessy OPUC	O	John Eckis Telecom Cooperatives	P	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	P	Brewster Whitmire Electric Cooperatives	X	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				X	Megan Moore 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, Andy Crocker- Rockwood Water, Lee Tumminello- City of Portland, Jim Walton- LineScape, Aaron Nakano-LineScape

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

Safety Moment – Dale Bromaghin- Dale shared a safety moment reminding the board that the information you have on your vehicles as bumper stickers can give unknown information to would be criminals about who you are and what you might have in the vehicle.

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the June minutes as amended, Sean Tarter seconded. **vote record 7-13-22-01**

Open Testimony: None

OUNC Operations Report: Scott Gallegos

June 2022 Highlights

**Incoming
Tickets**

33,447 Up 3.3% from June 2022
Up 0.3% YTD from 2022

**Outgoing
Tickets**

186,929 Up 1% from June 2021
Down 3.88% YTD from
2021(was 4.89 last month)

In/Out Ratio

5.59 5.72 June 2021

ITIC Tickets

24,024 **% ITIC**
71.83% of total locates
73.26% in June of 2021

Scott said that both Ticket Time Extension and the sunsetting of ITIC 2.0 happened at midnight on July 1st and have both done so without any notable effects.

Scott updated the board that both the improved readability of driving directions and marking instructions as well as the enhanced excel output features have been assigned to developers and are marked as “High” priority.

Discussion followed expressing concern around getting the driving directions and marking instructions feature in place as soon as possible.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports for the current month.

Treasurer Report: Melanie Lewis. Melanie provided the treasurers report.

Discussion followed regarding revenue related to in and ratio and potentially forecasting better.

Jessica Epley made a motion to accept the May treasurers’ reports. Paul Schmidt seconded. [vote record 7-13-22-02](#)

Kyle Thomas reminded the group that the data that is being reported is from 2 months in the past.

Board of Directors Officer’s Reports:

Chair's Report: Micah Brown – Micah shared that there is currently a high volume of locates coming in and resources are low. Micah asked if this is a board issue? Discussion followed on the influence of staffing issues as well as locator response abilities. Is this where positive response would help? A more robust discussion was recommended.

Vice Chair Report: Melanie Lewis – Nothing to report

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

Secretary Report: Paul Schmidt- Paul will be getting with Josh and Kitty regarding connecting around fire department training around trench safety.

PUC Representative Report: Kevin Hennessey –The PUC is still waiting to hear from the board on what kind of data they would like receive.

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh thanked the call center for the seamless ITIC transition
- Excavator training will be continuing
- Still waiting for response from DOJ regarding DIR/DLR
- Still working on employee manual
 - Employee PTO needs some clarification
- Josh thanked Kitty for all of the advance work she does
- Revisiting the payroll processing budget
- 811 day is coming up and Josh is working to recognize the day and welcomes any info on upcoming events
- Josh reminded the group that there is a tour of the call center facility following the meeting

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – The committee is scheduled to meet on the 21st of July

Mitch asked to add legal transfer tickets from one excavator to another to the OAR agenda

Policy & Procedures Committee: Jessica Epley –The committee met and discussed the employee manual

Jessica Epley made a motion to remove the Policy and Procedures committee as a standing committee and would be called upon as an ad hoc committee as needed. Nate Rivera seconded. **vote record 7-13-22-03**

Publicity Committee: Scott Crosby – Scott updated the board on the ongoing campaigns

- Alpha Media
 - 2.5 million impressions YTD
 - 179K reaches YTD
- Royle Media
 - Over 1 million impressions YTD
 - 95k reaches YTD
- Carvertise
 - 1.6 million impressions YTD

Jim Walton shared that one of their vac trucks in the Washington is wrapped and gets good reception. He also offered to do the same in Oregon.

Scott Crosby shared other upcoming campaigns and plans for next year regarding budget and spending.

Budget and Audit Committee: Melanie Lewis – Melanie shared that Josh has initiated the audit process, which will likely be completed by the end of the year.

Melanie opened a discussion regarding the proposed tariff increase. Discussion followed

Jessica Epley made a motion to increase to the service tariff, including 12.5 percent from \$1.20 to \$1.35 starting August 1, 2022 and an increase of another 3.7 percent to \$1.40 per ticket starting January 1, 2023 to include a three-stage bill notification the month before, during and after the rate increase to the degree possible. Scott Crosby seconded [vote record 7-13-22-04](#)

Jessica Epley made a motion to change the voice transmitted ticket rate from \$6.50 to \$7.31 on August 1, 2022, and to \$7.58 starting January 1, 2023 to include a three-stage bill notification the month before, during and after the rate increase to the degree possible. Scott Crosby seconded [vote record 7-13-22-05](#)

Nate Rivera made a motion to not accept an annual scheduled rate increase starting in July 2024 for the 2025 budget year to include an increase that would be tied to the Consumer Price Index, but not to exceed 3 percent. Scott Crosby seconded

Jessica Epley made a motion to amend the language of the original motion removing “starting in July 2024 for the 2025 budget year”. Sean Tater seconded. [vote record 7-13-22-06](#)

Micah took a vote to approve the amended motion, which reads “to not accept an annual scheduled rate increase to include an increase that would be tied to the Consumer Price Index, but not to exceed 3 percent. [vote record 7-13-22-07](#)

Jessica wanted the record to reflect that this motion does not bind the board from reconsidering this in the future.

Mitch recommended that the board reconsider this during the 2023 budget cycle.

Training and Education Committee: Mitch Burghlea – Mitch updated the board on the ongoing locator and excavator trainings. Lee asked if there is a follow up survey done with the participants and was assured that there is one done.

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas-

Kyle reminded the board that the Joint States meeting to be held August 30-September 1 and registration is open now.

National Industry News: NULCA, CGA, Open Discussion: Scott Gallegos shared that registration is open for the OCC Users group the 26th-29th in Washington DC

Old business:

New Business:

Good of the Order: Paul shared that the Or811 trailer will be serviced on July 25 that will be paid for by the OUCC

Micah shared his gratitude for all of the work that Josh and Kitty have done.

Kyle shared his gratitude to the board members who have actively been involved in all of the conversations as well as a thanks to Micah for his leadership.

Nate Rivera made a motion to adjourn the meeting. Jessica Epley seconded the motion. **vote record 7-13-22-08**

Meeting Adjourned.

Voting Record
Motion 7-13-22-01

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K		Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
V	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives	Y	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 7-13-22-02

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

Summary

Yes = 16

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 7-13-22-03

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

Summary

Yes = 16

No = 0

Not Present = 3

Abstained = 0

Voting Record
Motion 7-13-22-04

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K		Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
V	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives	Y	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 3

Abstained = 0

Voting Record
Motion 7-13-22-05

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

Summary

Yes = 16

No = 0

Not Present = 3

Abstained = 0

Voting Record
Motion 7-13-22-06

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K		Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
V	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives	Y	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 3

Abstained = 0

Voting Record
Motion 7-13-22-07

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

Summary

Yes = 16

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 7-13-22-08

Y	Kyle Thomas OUCC	Y	Micah Brown NULCA	Y	Scott Crosby Regulated Telecom <50K Access Lines	N P	Ryan Sandhu Special Districts
Y	Nathan Rivera Municipal Electric	Y	Jaimie Lemke Natural Gas Distribution	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
Y	Sean Tarter Cities Population <25K		Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC	N P	John Eckis Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
V	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives	Y	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 16

No = 0

Not Present = 3

Abstained= 0