

Meeting Minutes
 May 11, 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	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	P	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 Executive Assistant and Outreach Coordinator, Scott Gallegos- OCC, Kyle Thomas- Dept of Forestry, Kevin Hennessy- OPUC, Andy Crocker- Rockwood Water, Jaimie Lemke- NW Natural, Sean Tater- City of Pendleton, Megan Moore- Central Lincoln PUD, Lee Tumminello- City of Portland, Dale Bromaghin, Jeff Brown

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

Safety Moment – Jaimie Lemke- Shared the elements that contribute to the “success of the one call system”. She spoke to the importance of all the pieces, to include Operators, Excavators and Locators

Adopt Previous Board Meeting Minutes: Mitch moved to accept the April minutes as amended, Paul seconded. The motion was opposed **vote record 5-11-22-01**

Jessica moved to accept the March minutes as amended, Paul seconded. The motion was opposed **vote record 5-11-22-02**

Open Testimony: None

OUNC Operations Report: Scott Gallegos

April 2022 Highlights

**Incoming
Tickets**

32,400 Down 8.4% from Apr 2021
 Down 0.45% YTD from 2021

**Outgoing
Tickets**

178,016 Down 13.23% from Apr 2021
 Down 5.8% YTD from 2021

In/Out Ratio

5.49 5.80 Apr 2021

ITIC Tickets

23,215 **% ITIC**
 71.65% of total locates
 72.79% in Mar of 2021
 61.58% were NXT in April
 64.26% month to date

Scott said member testing with the Ticket Time Extension started this morning. Members will have 60 days to complete testing. First ticket went out 4-13-22

Scott recommended we stick with the July 1 cutover date for NXT.

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

Scott shared the 90 past due list. Jessica shared that a lot of these charges will be addressed with a policy change.

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

Kyle asked about the 090 line item regarding Retained Earnings vs. reserve funds. It was clarified that this line currently includes Checking, Money Market accounts and CDs.

Jessica Epley made a motion to accept the March treasurers' reports. Alba seconded. **vote record 5-11-22-03**

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Wanted to remind the group that there are a lot of changes going on and asks the board to bear with the group and he appreciates everyone's patience

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: Kevin Hennessey – Nothing to report

Administrative and Outreach Coordinator – Kitty O’Keefe

- Kitty shared an overview of the transition to ITICnxt
 - Facebook promotions
 - Emails and Free Format messaging
 - Updated Oregon811 app
 - Flyers on website for download
 - Dormers is adding this to every shipment
 - Free on-line ITIC classes
 - Countdown clock on website

Executive Director Report: Josh Thomas-

- Josh updated the group that the tariff proposal will be pushed to August
- Audit update
 - Some bidders are delayed in responding due to tax season
- Legislative annual report has been submitted
- New 811 training deck and script completed
- Homeowner after the call communication is moving
- Still waiting on confirmation from Governor’s office
- Applied and was approved as Rules Coordinator
- Policy and Procedures manual clean up almost complete
- Met with PUC to discuss roles
- Met with Royal Media and is scheduled with Alpha Media next week
- Brought Best Practices manuals for the group
- Retreat planning
- DIRT report
 - Has been working with Lysay Demko on damage statistics

- Shared highlight from damage reports
-

Committee Reports:

Budget, Audit and Tariff Committee: Melanie Lewis- The group has been going over the tariff and would like an approval to give notice to raise the tariff from \$1.20 to \$1.35. They would like to notify all members through all available pathways as well as move the July meeting location to the Portland Metro area.

Josh reviewed the Board Brief on justifying the tariff increase.

Mitch shared concerns regarding the tariff increase citing that damages have not decreased and the notice is short. Mitch suggests that the board look deeper into spending before issuing an increase

Melanie made a motion to notify all members of the One Call center of a public notice meeting to share the tariff increase plan from \$1.20 to \$1.35 in July of 2022. Alba seconded. [vote record 5-11-22-04](#)

Melanie made a motion to move the July meeting from Baker City to Portland. Jessica seconded. [vote record 5-11-22-05](#)

Melanie shared that the competitive bids have been sent out. Josh shared that there were 3 agencies selected to bid, which aligns with board requirements. There is a May 31 deadline for responses.

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Meeting scheduled for the end of the month

Policy & Procedures Committee: Jessica Epley –Met on April 20th. The Policy and Procedures manual review has been completed.

Jessica made a motion to Remove “Tariff” to staff via the employee manual as staff responsibility and retain “Budget and Audit” to ad hoc committee. Paul seconded. [vote record 5-11-22-06](#)

Jessica made a motion to revise the “Chapter 3.2 Reserve Policy” to reflect the changes below:
It shall be the policy of the Oregon Utility Notification Center to keep a reserve in the budget equal to three months of essential operating costs. Reserve funds support ongoing operational costs, under the direction and approval of the Oregon Utility Notification Center board. Priority funding shall ensure continued service provided by a one call contractor alongside other legal or contractually mandated responsibilities, and staff. Alba seconded. [vote record 5-11-22-07](#)

Jessica made a motion to Revise the “Chapter 3.5.2 Delinquent Debts, Charges and Account Management” to reflect the changes below: The request for approval of a write-off must include a short narrative of actions taken to collect and the rationale for the debt being considered uncollectable. Pursuant to 3.5.4. of this manual, any write-off equal to or less than \$5 may be resolved by the one call contractor.

Any write-off equal to or less than \$500 must be reviewed by the Executive Director and authorized by the Executive Committee. Any write-off greater than \$500 must be Board authorized. Paul seconded. **vote record 5-11-22-08**

Publicity Committee: Scott Crosby – Josh will defer results to next month to report on both Royal and Alpha Media results

Training and Education Committee: Mitch Burghlelea –

- Locator training is going on at the same time as the board meeting
 - 2 more classes scheduled
 - Virtual classes have greater attendance
- Homeowner tickets will include a link to more information around what to expect after a ticket is called
- Two-hour excavator training to be led by Josh
 - Qualifies as a CCB CEU
 - Locate procedures and excavation best practices
 - What to do in case of a damage

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Scott Gallegos and Kitty updated the group on Joint States meeting set for August 30-September 1

Scott suggested that board members make an effort to get out to local council meetings

National Industry News: NULCA, CGA, Open Discussion:

Old business:

New Business:

Good of the Order: Kyle suggested that the board come up with a process for bringing forward motions in support of Jessica's comment regarding the same issue.

Mitch recommended that each meeting begin by noting that the meeting is recorded.

Mitch made a motion to adjourn the meeting. Paul seconded the motion. **vote record 5-11-22-09**

Meeting Adjourned.

Voting Record
Motion 5-11-22-01

	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	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	Y	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 5-11-22-02

	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	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burgelea 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 = 9

No = 0

Not Present = 4

Abstained= 0

Voting Record
Motion 5-11-22-03

	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	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
	Cities Population <25K		Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghlelea 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 = 9

No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 5-11-22-04

	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	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	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Yes = 9

No = 0

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Abstained = 0

Voting Record
Motion 5-11-22-05

	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	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	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 5-11-22-06

	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	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	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Yes = 9

No = 0

Not Present = 4

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Voting Record
Motion 5-11-22-07

	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	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	Y	Brewster Whitmire Electric Cooperatives		Open Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
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Summary

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No = 0

Not Present = 4

Abstained = 0

Voting Record
Motion 5-11-22-08

	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	Y	Melanie Lewis Regulated Electric	Y	Alba Dawn Vogland Counties
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	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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Voting Record
Motion 5-11-22-09

	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	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
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