Final Meeting Minutes
April 12, 2023
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS
Meeting available on Zoom

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

O	**Kyle Thomas** OUCC	X	**Micah Brown** NULCA	O	**Scott Crosby** Regulated Telecom <50K Access Lines	P	**Andy Crocker** Special Districts
P	**Nathan Rivera** Municipal Electric	X	**Jaimie Lemke** Natural Gas Distribution	X	**Melanie Lewis** Regulated Electric	X	**Alba Dawn Vogland** Counties
	Cities Population <25K	P	**Lee Tumminello** Cities Population >25K	X	**Johnny Sapp** ODOT	X	**Mitch Burghelea** Cable TV
P	**Kevin Hennessey** OPUC		Telecom Cooperatives	X	**Connor Toney** Excavators	X	**Jessica Epley** Telecom >50K Access Lines
X	**Paul Schmidt** Contractors	O	**Brewster Whitmire** Electric Cooperatives	P	**Dale Bromaghin** Interstate Natural Gas Pipeline		**Open National Telecom Damage Prevention**
				P	**Megan Moore** 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, Frank Planton- OCC, Kim Boyd- OCC, Dillon Zacharias- Subsurface GPR and Locating

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

Safety Moment – Connor Toney reminded the group of the hazards of distracted driving.

Adopt Previous Board Meeting Minutes: Paul Schmidt moved to accept the March minutes as amended, Jessica Epley seconded. vote record 4-12-23-01

Open Testimony:

OUNC Operations Report: Scott Gallegos

March 2023 Highlights

Incoming Tickets	
31,316	Down 10.79% from Mar 2022 Down 7.77% YTD from 2022
Outgoing Tickets	
172,888	Down 10.78% from Mar 2022 Down 9.4% YTD from 2022
In/Out Ratio	
5.52	5.52 Mar 2022
ITIC Tickets	**% ITIC**
22,992	73.42% of total locates 71.65% in Mar of 2022

Kim updated the group on the upcoming plan to increase participation in the Positive Response plan. Kim shared some details regarding the campaign as well as some successes seen in other states.

Josh shared that there is currently a credit with LinkedIn that could be used.

Kevin suggested that each stakeholder reach out to their groups saying that this campaign is coming to help increase participation.

Jessica suggested some kind of focus group to help identify what hesitations exist. Frank suggested the UCCs could be a good resource for this.

Frank shared information on coverage area for members. This has decreased over the passed few years. The average size of ITIC polygons has dropped from over 665,000 to just over 154,000. This is one of the largest factors in decreased revenue.

Frank also shared that he is working on a report reflecting the effect of exemptions on revenue impact. Frank shared some history on the creation of the laws and how that pertained to the exemptions. Discussion followed.

Frank reminded the group that for those who are attending the CGA next week, please stop by the OCC booth.

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

Treasurer Report: Alba Vogland- Alba and Josh updated the board on the current treasurer's report.

- Revised budget (approved last month) has been updated in Google Sheets
- We are still awaiting findings from TBC on a ~$200 variance in the 2022 final budget for closeout.
- We are awaiting QuickBooks files from TBC in response to audit recommendation.
- Reserve policy is being addressed in Policy and Procedures Committee, next step is determining a path forward on replenishing the balance to the amount agreed upon.
- We are moving forward with the competitive Invitation to Bid process for accounting and payroll services this month. While there may be long term cost savings, there could be short term cost considerations as well.
- After an inquiry, Paychex reduced our monthly payroll costs by 40% and is waiving the processing fee for the next two payrolls in response to delayed processing this month.
- Experienced issues with credit card late payment but TBC is absorbing the cost of late fees; also difficulty in aligning payment dates so both cards are on the same cycle.

Budgetary considerations looking forward include:

- Impact of employee review increases, retroactivity
- Paid time off policy, financial liability
- PERS membership and retroactivity
- M365 costs

Board of Directors Officer's Reports:

Chair's Report: Melanie Lewis – Melanie shared a thanks to all for their ongoing participation and dedication to the board. She also acknowledged that as the board continues to transition between members please continue to mentor the new people

Vice Chair Report: Jaimie Lemke – Nothing to report

Treasurer Report: Alba Vogland – Nothing to report

Secretary Report: Lee Tumminello- Nothing to report

PUC Representative Report: Kevin Hennessey –Nothing to report

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OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh updated the board on upcoming and ongoing events
    - April is National Safe Digging Month
    - Josh will be doing an interview on Lars Larson

- Legislative day will still happen after this meeting although it will not be at the same level as was hoped due to capitol construction and schedules
- The board is currently recruiting for 5 positions for different reasons
- Josh shared ongoing presentations and trainings around the state
- Josh shared that he is continuing to look at the past due report provided by OCC

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Jessica Epley- Jessica shared that the group met.

Jessica made a motion to add language to OAR 952-001-0050(2):
OAR 952-001-0050 (2) The notice requirement of section (1) of this rule does not apply if the excavation is in response to an emergency, **is made with non-invasive tools within a defined enclosure (i.e. valve and meter boxes and vault(s) that does not exceed the depth of the structure,** or if all of the following apply:

- The excavator is a tenant or an owner of private property;
- The excavation is on private property of that owner or tenant;
- The excavation is less than 12 inches in depth; and
- The excavation is not within an established easement.

Micah seconded. vote record 4-12-23-02

Jessica made a motion to recommendation to revise language in OAR 952-001-0010 (10):
OAR 952-001-0010 (10) "Large area" means a **project that exceeds seven hundred fifty linear feet**.
Jaimie seconded. vote record 4-12-23-03

Discussion was had in regards to OAR 952-001-0040. This will go back to the committee.

Jessica made a motion to strike ORS 757.552(2)(c) to read,
Adopt rules according to ORS chapter 183 that regulate the notification and marking of underground facilities to prevent damage to underground facilities. The rules, insofar as is practicable, shall be consistent with the Oregon Utilities Coordinating Council Standards Manual of March 31, 1995.
Paul seconded. vote record 4-12-23-04

Jessica made a motion to strike ORS 757.552(4)... Mitch seconded. vote record 4-12-23-05 Andy Crocker voted against

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Publicity Committee: Scott Crosby –

Josh shared that they have initiated conversations with Royal media on a revised proposition

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Budget Audit and Tariff Committee: Alba Vogland-

Josh addressed the upcoming bid for payroll and accounting services. This will go out to 3 defined companies. Josh will continue to keep the board up to date on this process.

Training and Education Committee: Mitch Burghelea – Mitch shared that there are 2 online locating classes upcoming.

Kitty shared with the board that since changing the price from free to $50 attendance has dropped considerably.

Policy and Procedures Committee: Jessica Epley – Jessica pointed the board to the issue summaries in the board packet.

Jessica made a motion to add the language Per the Oregon Governor's Office, Oregon Utility Notification Center board member terms of office are limited to two four-year terms. Exceptions to this policy include:

1) Filling a partial term of less than two years, which does not count toward term limits;

2) Continuing as a voting member until a replacement is appointed/confirmed; or

3) Serving with special approval granted by the Governor's office to Article II, Section 6 of OUNC's bylaws under "Nominations of Board Members."

Paul Schmidt seconded. vote record 4-12-23-06 . Micah Brown abstained. *Motion failed due to not a less than 2/3rd vote.*

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2) Continuing as a voting member until a replacement is appointed/confirmed; or

3) Serving with special approval granted by the Governor's office.

to Article II, Section 6 of OUNC's bylaws under "Nominations of Board Members."

Paul Schmidt seconded. Paul Schmidt seconded. vote record 4-12-23-07

Jessica made a Motion to amend the language in Section 3.2 of the Policy and Procedures Manual to read

It is the policy of the Oregon Utility Notification Center to keep a reserve in the budget equal to three months of essential operating costs.

[REMOVE: Reserve funds support ongoing operational costs, under the direction and approval of the Oregon Utility Notification Center board. Priority funding will ensure continued service provided by a one call contractor alongside other legal or contractually mandated responsibilities, and staff]

ADD: Essential operating costs include continuation of service provided by a one call contractor, Oregon Utility Notification Center staff payroll, and other legal or contractually mandated responsibilities. Use of reserve funds requires approval by the Oregon Utility Notification Center board. . Alba Vogland seconded. vote record 4-12-23-08

Notification Boundaries Committee: Kevin Hennessy- Nothing to report

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

Scott and Alba gave a brief update on Malheur County.

Jessica asked for information as to how the money that is allocated to the OUCC and the local UCCs is spent.

Frank shared some history on the OUCC

Discussion followed.

Nate suggested providing a list of quantitative data requests to the OUCC. He asked the board members with interest in this to send question to Josh.

National Industry News: NULCA, CGA, Open Discussion:

NULCA has been pushing their locate certification.

Call before you dig 250 NASCAR event is happening this weekend

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Old business:

Strategic plan feedback

- Some felt that it was a great event
- Some concern about attending remotely in particular the breakout sessions

Josh shared his summaries and will have final draft back for review at next meeting

Melanie brought up the topic of meeting frequency. A poll had been taken and both quarterly and every other month where very close.

Melanie asked for the thoughts of the group.

Jessica Epley moved to move the board meetings to the 3rd Thursday of the month starting with the September meeting, Alba Vogland seconded. vote record 4-12-23-09

New Business:

Melanie brought up the issue of recruitment. Josh shared the open positions

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Good of the Order:

Paul Schmidt made a motion to adjourn the meeting. Jessica Epley seconded the motion. vote record 4-12-23-10

Meeting Adjourned.

Voting Record
Motion 4-12-23-01

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

Summary
Yes = 14
No = 0
Not Present = 4
Abstained= 0

Voting Record
Motion 4-12-23-02

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-03

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-04

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-05

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

Summary
Yes = 11
No = 1
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-06

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

Summary
Yes = 11
No = 0
Not Present = 6
Abstained= 1

Voting Record
Motion 4-12-23-07

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-08

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-09

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0

Voting Record
Motion 4-12-23-10

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

Summary
Yes = 12
No = 0
Not Present = 6
Abstained= 0