

Meeting Minutes
March 8, 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

X	Kyle Thomas OUCC	P	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	X	Andy Crocker Special Districts
P	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	P	Alba Dawn Vogland Counties
X	Sean Tarter Cities Population <25K	X	Lee Tumminello Cities Population >25K	O	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	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	O	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 Executive Assistant and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Kim Boyd- OCC, Ryon Kershner- Roseburg Urban Sanitary, Scott Gresham- Locating Inc

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

Melanie shared with the group will go into the board retreat after lunch

Safety Moment – Paul Schmidt shared a safety moment. Paul shared that assumptive behavior around “safety in numbers” and “too big to fail” can lead to fatal situations. Paul shared an example of a trench failure that resulted in a fatality.

Adopt Previous Board Meeting Minutes: Jessica Epley moved to accept the February minutes as amended, Paul Schmidt seconded. [vote record 3-8-23-01](#)

Lee Tumminello moved to add the strategic plan to the agenda, Jessica Epley seconded. [vote record 3-8-23-02](#)

Open Testimony:

OUNC Operations Report: Scott Gallegos

February 2023 Highlights

Incoming Tickets	
24,152	Down 11.06% from Feb 2022 Down 5.8% YTD from 2022
Outgoing Tickets	
130,380	Down 14.12% from Feb 2022 Down 8.52% YTD from 2022
In/Out Ratio	
5.4	5.56 Feb 2022
ITIC Tickets	% ITIC
18,972	70.02% of total locates 72.39% in Feb of 2022

Discussion followed on the impact of decreasing ticket volumes. Kyle shared that he would be interested in doing a deeper dive on the one call data.

Kevin proposed that One Call Concepts standardize the type of work input to align with the CGA list of work. Discussion followed. Melanie recommends this move to an ad hoc committee. Josh suggested that this might fall into the ad hoc data committee that will be reviewing the upcoming DIRT data.

Melanie asked OCC to provide a report showing the effect of NXT on notification size.

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.

Josh shared the final statuses of the 2022 budget. He shared that there is a \$282 discrepancy in the administration area of the budget. Josh suggested that the board close the 2022 budget with the understanding that

Alba Vogland moved to accept and close the 2022 budget with pending changes addressing the discrepancies listed to accurately reconcile the TBC and OUNC numbers, Kyle Thomas seconded. [vote record 3-8-23-04](#)

Josh updated the 2023 budget proposal

Jessica asked the OUCC to provide information on how the funds that are allotted to the council are being used.

Alba Vogland moved to accept the revised 2023 Oregon Utility Notification Center budget with changes made to address decreased revenue projections, Paul Schmidt seconded. [vote record 3-8-23-05](#)

Melanie asked Josh when the board could expect the proposal for accounting and payroll services.

Alba moved to accept the January 2023 financial as presented, Kyle Thomas seconded. [vote record 3-8-23-06](#)

Josh shared some upcoming priorities.

Board of Directors Officer's Reports:

Chair's Report: Melanie Lewis – Nothing to report

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 –Kevin shared that he has checked into the ability to share PUC staff ongoing efforts, which is not something can currently happen. They are looking into how they can start sharing results.

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh updated the board on upcoming and ongoing events
 - Short month
 - Budget update
 - Legislative Monitoring
 - We are not currently in the Boards and Commissions book
 - Kitty's review has been completed
 - Gosh conference

- Board retreat prep
- Looking ahead
 - Strategic Plan
 - Annual Report to Legislature
 - Excavation Safety Training
 - Board recruitment and succession planning
 - New DIRT data

Executive Session: Melanie Lewis- The board went into Executive Session, Melanie read the following statement.

To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Jessica Epley- Jessica thanked the group for their contributions to the project work log.

Jessica Epley moved to add all matters added to the project work log by 2-8-22 or later, be referred to the OAR committee, Micah Brown seconded. [vote record 3-8-23-07](#)

Jessica will get meetings on the calendar.

Publicity Committee: Scott Crosby – Josh and Kitty shared a brief update that the committee is reflecting on the new budget.

Kitty thanked the board for getting help collecting sponsors for the outdoor signage program

Budget Audit and Tariff Committee: Alba Vogland- Nothing to report

Training and Education Committee: Mitch Burghlea – Mitch shared that there was another successful locator training class this week.

Policy and Procedures Committee: Jessica Epley – Jessica posed the question around adding some verbiage around term limits

Jessica Epley moved to refer to the Policy and Procedures committee adding board member limits to the bylaws, Sean Tarter seconded. [vote record 3-8-23-08](#)

Jessica Epley moved to refer to the Policy and Procedures committee to review 3.2 reserve policy for additional definitions, Lee Tumminello seconded. [vote record 3-8-23-09](#)

Notification Boundaries Committee: Kevin Hennessy- Nothing to report

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

- OUCC's 1st quarter meeting was held yesterday
 - Alpha media provided an update to our ongoing digital media campaign
 - Wicks Emmett gave a report on the status of the individual UCC's taxes and needed some guidance on chapters that are not having much activity
 - Treasurer's report was given and approved
 - Zone and council reports given
 - council discussed how to deal with councils that have low or no participation
 - rather than dissolve a chapter it was suggested that they would go dark or join another council. (Finances and funds would be turned over to the board and reserved for a year's time in case the committee is restarted.
 - Work would have to be done to restart the nonprofit status.
 - The council in Malheur will go dark and might combine with other councils
 - Ongoing discussion with councils on enforcement and questions about how and when to request an RAA with the PUC.
 - A larger discussion on enforcement and how it is a tool in the greater tool box of damage prevention. This discussion is ongoing and the OUCC is committed to help find solutions to ongoing problems with problem contractors

- There is still movement in restarting some of the chapters like Central Oregon and North Coast

National Industry News: NULCA, CGA, Open Discussion:

Jaimie shared that the CGA has released a couple of videos on the 811 system and recommended them to share with the board

CGA is next month. Frank mentioned that OCC will be hosting an event and to let board members know to let him know if they will be attending and he will get them on the guest list

Old business:

New Business:

The board went to go into a strategic planning session led by Mark Fulop.

Josh will send out a poll asking how often the board should meet.

Good of the Order:

Megan mentioned that the City of Florence had an 811 booth set up.

Jessica Epley made a motion to adjourn the meeting. Megan Moore seconded the motion. **vote record 3-8-23-10**

Meeting Adjourned.

Voting Record
Motion 3-8-23-01

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-02

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-03

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-04

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-05

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-06

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-07

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

**Voting Record
Motion 3-8-23-08**

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

Voting Record
Motion 3-8-23-09

Y	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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 = 15

No = 0

Not Present = 3

Abstained= 0

**Voting Record
Motion 3-8-23-10**

Y	Kyle Thomas OUCC	N P	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	N P	Johnny Sapp ODOT	Y	Mitch Burghlea 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