Meeting Minutes
November 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

X	**Kyle Thomas** OUCC	X	**Micah Brown** NULCA	X	**Scott Crosby** Regulated Telecom <50K Access Lines	X	**Andy Crocker** Special Districts
X	**Nathan Rivera** Municipal Electric	X	**Jaimie Lemke** Natural Gas Distribution	X	**Melanie Lewis** Regulated Electric	X	**Alba Dawn Vogland** Counties
P	**Sean Tarter** 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	O	**Jessica Epley** Telecom >50K Access Lines
X	**Paul Schmidt** Contractors	P	**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 Administrative and Outreach Coordinator, Scott Gallegos- OCC, Frank Planton- OCC, Jim Walton- LineScape, Aaron Nakano- LineScape, Ryan Sandhu- Clean Water Services

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

Safety Moment – Andy Crocker- Andy shared that it is drowsy driving prevention week. He shared that some ways to help curve this is by getting 7-9 hours of sleep, plan trips with companions, schedule regular stops, know the signs of drowsy driving, beware of medication, avoid alcohol and consult a physician if you are experiencing day time sleepiness.

Melanie shared that she has had 4 close people in her life lose their lives in car accidents in the past month and wanted to share the timeliness of this message.

He also mentioned the importance of using eye protection both at work and at home when needed.

Adopt Previous Board Meeting Minutes: Nate Rivera moved to accept the October minutes as amended, Alba Vogland seconded. vote record 11-09-22-01

Open Testimony:

OUNC Operations Report: Scott Gallegos

October 2022 Highlights

Incoming Tickets	
29,071	Up 1.22% from Oct 2021 Down 0.31% YTD from 2021
Outgoing Tickets	
155,771	Down 1.6% from Oct 2021 Down 3.79% YTD from 2021
In/Out Ratio	
5.36	5.51 Oct 2021
ITIC Tickets	**% ITIC**
20,425	70.26% of total locates 72.11% in Sep of 2021

Scott updated the board of the three outstanding enhancements that are being worked on.

- Improved readability on NXT tickets
    - Production Ready
- Expanded ticket reporting
    - In production
- Add homeowner verbiage to emails
    - Will be a part of the next phase release

Scott informed the board that the August and September tariff increase is reflected on the October bill as a separate line item. The net operating receipts show a notable increase reflecting that change.

Scott shared that there has been ongoing issues with homeowners being asked to register with the one call center. When these are received in the future, they will be forwarded to Josh for follow up.

Kevin suggested that there could be shorter videos for each of the specific tools that are shorter.
Scott shared that most these already exist at www.or.tryitic.com

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

Treasurer Report: Melanie Lewis. Melanie shared the current board report.

Melanie expressed some concern regarding the pending budget cycle and wants to be sure to keep this on the boards radar.

Melanie poled the board on opinions regarding expected work load for 2023. Generally speaking, all are expecting a flat year.

The 2023 budget will need to be approved at next month's meeting.

In the Policy and Procedures manual 3.7.6 there is verbiage that requires approval for budget items over 10%

502- banking account fees
520.3- industry events
540.8- paychecks

Melanie suggested tabling this approval for next month

Nate asked if there was a plan to slow spending in any areas in light of the potential budget overage. Josh replied that he feels we shouldn't have any issues that need to be addressed.

Nate suggested that the budget committee meet as soon as next week in an effort to be prepared for next month's meeting.

Nate Rivera made a motion to accept the September treasurers' reports. Paul Schmidt seconded. vote record 11-09-22-02

Board of Directors Officer's Reports:

Chair's Report: Micah Brown – Micah mentioned that it's time to consider how the board will be doing the annual employee reviews

Vice Chair Report: Melanie Lewis – Thanked the board for having the confidence in her to lead the board into 2023. She also thanked the group for electing the first all female executive team

Treasurer Report: Melanie Lewis (Interim) – Melanie shared that she will work with Alba and Josh on the transition of treasurer

Secretary Report: Paul Schmidt- Nothing to report

PUC Representative Report: Kevin Hennessey –Kevin updated the board that they are continuing to work with their IT team to build reports. He was hoping to report out at this meeting but ran into some issues. The reports will include CGA root causes, statuses, counties, details regarding facilities, whether damaged or not, OUCC zones and recommended responses.

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh shared that the Audit has been completed and will be reported out later in the meeting
- Josh mentioned that there may be some interest in going to RFP for accounting services
- Josh updated the group that there are things to consider in regards to the legislative process
- The governor's office staff is already turning over with the election season.
    - A SME will be at the next meeting to brief the board on legislative process
- Josh shared that the capital is still under construction, which might provide a challenge to get in a visit but still believes there could be a benefit
- January will be the next rate increase
- Will be presenting at the MUCC and OUCC meetings over the next months
- CGA came out with a new DIRT dashboard
- Kitty updated the board that Morrison Award nominations are open
    - Deadline is at the end of the month

Audit presentation: Aldrich Advisors presented the audit results and recommendations to the Board

Nate Rivera made a motion to accept and approve the audit reports as presented by Aldrich. Paul Schmidt seconded. vote record 11-09-22-03

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Micah Brown – Micah shared that there will be a meeting after the board meeting and will have more to report next month

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Publicity Committee: Scott Crosby – Scott shared the publicity forecast. The biggest change from last year was the Dormers budget increase from $100,000 to $125,000. Other notable items were the recommended removal of NEI as well as the potential investment in video advertising.

Nate encouraged the committee to keep damage metrics in mind as they discuss their budget. Discussion followed.

Melanie Lewis made a motion to approve the Publicity budget as presented. Nate Rivera seconded. vote record 11-09-22-04

Mitch asked to see a report from Dormers showing how spending is going.

Budget Audit and Tariff Committee: Melanie Lewis – Meeting scheduled for December 13th, 11:00.

Training and Education Committee: Mitch Burghelea – Mitch shared the training and education budget proposal. Discussion followed regarding how best to disperse the funds allocated to training.

Melanie Lewis made a motion to accept the proposed Training and Education budget with changes to add revenue line items. Nate Rivera seconded. vote record 11-09-22-05

Mitch updated the group on some of the statistics related to ongoing training efforts.

Mitch shared that Bob, the locating trainer, missed the class due to miscommunication on the dates on his part. All parties have been satisfied or accommodated.

Policy and Procedures Committee: Jessica Epley – Not present

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Kyle shared that the OUCC will meet before the next board meeting

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National Industry News: NULCA, CGA, Open Discussion:

The group discussed the value of attending the CGA

Old business:

Josh will send out info on State mandated training

New Business:

Paul Schmidt made a motion to accept and approve the proposed 2023 schedule. Melanie Lewis seconded. vote record 11-09-22-06

Good of the Order:

Micah recognized the work that Ryan Sandhu did in his 8 years of serving on the board and thanked him for his service.

Mitch Burghelea made a motion to adjourn the meeting. Paul Schmidt seconded the motion. vote record 11-09-22-07

Meeting Adjourned.

Voting Record
Motion 11-9-22-01

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
NP	**Paul Schmidt** Contractors	NP	**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 11-9-22-02

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	NP	**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 = 17
No = 0
Not Present = 2
Abstained= 0

Voting Record
Motion 11-9-22-03

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**Jessica Epley** Telecom >50K Access Lines
Y	**Paul Schmidt** Contractors	Y	**Brewster Whitmire** Electric Cooperatives	NP	**Dale Bromaghin** Interstate Natural Gas Pipeline		**Open** **National Telecom Damage Prevention**
				Y	**Megan Moore** Public Utility Districts		**Open** Railroads

Summary
Yes = 17
No = 0
Not Present = 2
Abstained= 0

Voting Record
Motion 11-9-22-04

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**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**
				Y	**Megan Moore** Public Utility Districts		**Open** Railroads

Summary
Yes = 16
No = 0
Not Present = 3
Abstained= 0

Voting Record
Motion 11-9-22-05

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**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**
				Y	**Megan Moore** Public Utility Districts		**Open** Railroads

Summary
Yes = 16
No = 0
Not Present = 3
Abstained= 0

Voting Record
Motion 11-9-22-06

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**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**
				Y	**Megan Moore** Public Utility Districts		**Open** Railroads

Summary
Yes = 16
No = 0
Not Present = 3
Abstained= 0

Voting Record
Motion 11-9-22-07

Y	**Kyle Thomas** OUCC	Y	**Micah Brown** NULCA	Y	**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	Y	**Johnny Sapp** ODOT	Y	**Mitch Burghelea** Cable TV
Y	**Kevin Hennessy** OPUC		Telecom Cooperatives	Y	**Connor Toney** Excavators	NP	**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**
				Y	**Megan Moore** Public Utility Districts		**Open** Railroads

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Abstained= 0