

# FINAL Meeting Minutes

## OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS

Meeting Minutes, July 8, 2020. Conference call is available for this meeting. Please dial 1-646-307-1990. Enter conference ID: 889-738-824# View screen share at: [https://join.me/DigSafe\\_2019](https://join.me/DigSafe_2019)

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

P	<b>Scott Gallegos</b> OUCC	P	<b>Micah Brown</b> NULCA	P	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	P	<b>Ryan Sandhu</b> Special Districts
O	<b>Nathan Rivera</b> Municipal Electric	P	<b>Don Moore</b> Natural Gas Distribution	O	<b>Melanie Lewis</b> Regulated Electric	O	<b>Fred Corona</b> Interstate Natural Gas Pipeline
O	<b>Tim Smith</b> Cities Population <25K	P	<b>Scott Clement</b> Cities Population >25K	P	<b>Johnny Sapp</b> ODOT	P	<b>Mitch Burghlea</b> Cable TV
O	<b>Phil Boyle</b> OPUC	O	<b>John Eckis</b> Telecom Cooperatives	O	<b>Connor Toney</b> Excavators	P	<b>Jessica Epley</b> Telecom >50K Access Lines
P	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
	<b>Open</b> Railroads		<b>Open</b> Contractors				

Others in attendance were: Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC, Frank Planton – OCC, Michael Rukavina – USIC, Joyce Nelsen - Roome Telecom

**Introductions:** Scott Gallegos welcomed everyone to the meeting and introductions were completed.

**Safety Moment** – Micah Brown reported that the company he works for, Locating Incorporated has impact cameras in their vehicles in case of an accident. They have noted an uptick in aggressive driving. Micah reminded everyone of the importance of coming to a full stop at stop signs and red lights.

**Adopt Previous Board Meeting Minutes:** Ryan Sandhu made a motion to accept the June 10, 2020 minutes as submitted. Jessica Epley seconded the motion. **Vote record 7-8-20-01.**

**Open Testimony:** None

**OUNC Operations Report:** Greg Snyder reported that the Boards request to add two new fields (Work Order # and Permit #) was submitted to OCC Systems.

Greg read the verbiage that was approved to be included in the member's invoices advising of the new 1.5% interest charge on balances 60 days or more past due. .

1) Before charges go into effect:

*Effective September 1, 2020 all balances over 60 days past due will be subject to an interest charge of 1.5% per month.*

2) 9/1/20 invoice and going forward.

*Balances 60 days or more past due will be assessed an interest charge of 1.5% per month*

All Board Members had previously been emailed copies of the June 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for June was 32,354 tickets, which is up 11.16% from June 2019. The ITIC percentage for June was 62.38%, up from June 2019's 61.19%. The Average Speed of Answer (ASA) was 26 seconds for June 2020.

**OUNC Billing & Aging Report:** All Board Members were previously emailed copies of the billing reports and the aging reports for June 2020.

**Treasurer Report:** Johnny Sapp. Johnny reviewed the OUNC budget reports for June 2020. Don Moore moved to accept the treasurer's report as presented. Dawn Hickson seconded the motion. **Vote record 7-8-20-02.**

#### **Board of Directors Officer's Reports:**

**Chair's Report:** Scott Gallegos – No report

**Vice Chair Report:** Micah Brown – No report

**Treasurer Report:** Johnny Sapp – No report

**Secretary Report:** Ryan Sandhu – No report

**PUC Representative Report:** Phil Boyle – No report

**Administrative and Outreach Coordinator** – Kitty O'Keefe – Kitty reported that she received an email from the Lane County Coordinating Council with a request to provide 1000 hand sanitizers and 1000 buffs to the Warm Springs Tribal Management Team. They had a water main break and were in need of supplies to defend against covid-19. After discussion Mitch Burghelea moved to donate the 1000 hand sanitizers and the 1000 buffs. Johnny Sapp seconded the motion. **Vote record 7-8-20-03.**

## Committee Reports:

**Budget and Audit Committee:** Johnny Sapp: Johnny reported that a committee meeting was held on 6-10-20 and the meeting minutes will be coming out. They discussed and tabled three items:

- 1) Creating separate budgets for Publicity and Education
- 2) Posting documents to the transparency website
- 3) Adding information in the Policy and Procedures Manual. That is on hold until an Executive Director is hired.

Johnny advised the Board that the Riverview CD is up for renewal on 7-10-20 and went over the available options. After discussion Ryan Sandhu made a motion to renew the CD for 9 months at 0.25%. Jessica Epley seconded the motion. **Vote record 7-8-20-04**

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**Contracts Committee:** Nate Rivera – No report

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**Damage Reporting/Dirt:** Don Moore – No report

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – No report. There will be a committee meeting on Friday 7/10/20 at 10am via conference call.

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**Policy & Procedures Committee:** John Eckis – No report.

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**Publicity Committee:** Scott Clement – Scott noted that the National Excavator Initiative (NEI) TV campaign, featuring Mike Rowe, will be running August – October 2020. The OUNC Board approved funding for this campaign at last months meeting.

There will be a conference call with the Hillsboro Hops next week to get updates on the 2020 season.

The Starlight Parade has advised the OUNC that there will not be a live parade this year.

Vancouver Dozer Days is scheduled for Sept 26-27 2020.

The OUNC store shipped out 75 orders last month. This is three times the normal volume. The biggest movers were hand sanitizer and the buffs.

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**Training and Education Committee:** Mitch Burghlea – Mitch checked with the Locate Training instructor (Bob) and he has online training available. Mitch reported that this year the OUNC has only been able to provide one Locate Training class and the rest of the classes have been put on hold. He would like to move forward with online training. Each online Locate Training Session consists of four classes and costs \$1,800 per session. After discussion Dawn Hickson made a motion to fund two sessions of online Locate Training at \$1,800 per session. Scott Clement seconded the motion. **Vote record 7-8-20-05** The contract with the instructor for Locate Training expires at the end of the year 2020. Will need to put out an RFP. Mitch will notify Nate Rivera, Chair of the Contracts Committee.

Mitch reported that the Excavator Safety Training classes with Clint Kalfell are also on hold. However the OUNC online Excavation Safety 101 is available. Kitty O’Keefe noted that 202 people completed the online class so far in 2020.

**Membership:** Phil Boyle: No report

**Oregon Utilities Coordinating Council (OUCC) Report:** Scott Gallegos – No report

**Executive Director Selection Committee:** Ryan Sandhu – Ryan reported the DAS recruiter (Jill) has been reassigned and that a new recruiter (Francisco) is now assisting the OUNC and the process has kept moving forward. The job was posted on Indeed and Linked In and a free format message was sent out from the call center. As of yesterday there were 35 applications received. The DAS recruiter will do the first reviews and then the resumes will be sent to the Executive Director Selection Committee. The deadline for applications is next Wednesday with interviews the week of 7/22/20 – 7/26/20. The committee will bring some policies that need to be updated before the full Board. The Policy and Procedures Committee will need to be involved. Ryan will work with Sylvia at the DOJ on policy. The plan is to have candidates meet with the Board at the September Meeting.

**National Industry News: NULCA, CGA, Open Discussion:** No report

**Old business:** The working group reported back on the possibility of sending out a reminder email on projects that the excavator has identified as possibly taking 45 days or longer to complete. After discussion Johnny Sapp made a motion to proceed with sending out a reminder email notification on projects expected to last 45 days or longer. Micah Brown seconded the motion. **Vote record 7-8-20-06.**

**New Business:** Board Nominations for 2021. The following nominations were made:

For Chair:

Micah Brown nominated Scott Gallegos

Mitch Burghlea nominated Micah Brown

For Vice Chair:

Scott Gallegos nominated Micah Brown  
Micah Brown nominated Mitch Burghlea  
Micah Brown nominated Don Moore

For Secretary:

Scott Gallegos nominated Dawn Hickson – Jessica Epley seconded Dawns nomination  
Micah Brown nominated Scott Clement

For Treasurer:

Scott Gallegos nominated Johnny Sapp  
Micah Brown nominated Dawn Hickson

Kitty O’Keefe will send an email to all Board Members with the nominees. The results to be read at the next Board Meeting

**Good of the Order:** Micah Brown asked that all members receive a calendar invitation to all Board and Committee Meetings and suggests using google.

Next meeting August 12th. Untill further notice all meetings will be by conference call and join.me

Micah Brown made a motion to adjourn the meeting. Scott Clement seconded the motion. **Vote record 7-8-20-07**

**Meeting Adjourned.**

**Voting Record**  
**Motion 7-8-20-01**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>N</b> <b>P</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>N</b> <b>P</b>	<b>Phil Boyle</b> OPUC	<b>N</b> <b>P</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N</b> <b>P</b>	<b>Connor Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 7**

**Voting Record**  
**Motion 7-8-20-02**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>N</b> <b>P</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>N</b> <b>P</b>	<b>Phil Boyle</b> OPUC	<b>N</b> <b>P</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N</b> <b>P</b>	<b>Connor Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 7**

**Voting Record  
Motion 7-8-20-03**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>N P</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>N P</b>	<b>Phil Boyle</b> OPUC	<b>N P</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Connor Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
	<b>Open</b> Railroads		<b>Open</b> Contractors				

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 7**

**Voting Record  
Motion 7-8-20-04**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
<b>N P</b>	<b>Tim Smith</b> Cities Population <25K	<b>Y</b>	<b>Scott Clement</b> Cities Population >25K	<b>Y</b>	<b>Johnny Sapp</b> ODOT	<b>Y</b>	<b>Mitch Burghlea</b> Cable TV
<b>N P</b>	<b>Phil Boyle</b> OPUC	<b>N P</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N P</b>	<b>Connor Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
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**Voting Record**  
**Motion 7-8-20-05**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
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<b>N</b> <b>P</b>	<b>Phil Boyle</b> OPUC	<b>N</b> <b>P</b>	<b>John Eckis</b> Telecom Cooperatives	<b>N</b> <b>P</b>	<b>Connor Toney</b> Excavators	<b>Y</b>	<b>Jessica Epley</b> Telecom >50K Access Lines
<b>Y</b>	<b>Dawn Hickson</b> Counties		<b>Open</b> National Telecom Damage Prevention		<b>Open</b> Electric Cooperatives		<b>Open</b> Public Utility Districts
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**Summary**

**Yes = 10**

**No = 0**

**Not Present = 7**

**Voting Record**  
**Motion 7-8-20-06**

<b>Y</b>	<b>Scott Gallegos</b> OUCC	<b>Y</b>	<b>Micah Brown</b> NULCA	<b>Y</b>	<b>Scott Crosby</b> Regulated Telecom <50K Access Lines	<b>Y</b>	<b>Ryan Sandhu</b> Special Districts
<b>N</b> <b>P</b>	<b>Nathan Rivera</b> Municipal Electric	<b>Y</b>	<b>Don Moore</b> Natural Gas Distribution	<b>N</b> <b>P</b>	<b>Melanie Lewis</b> Regulated Electric	<b>N</b> <b>P</b>	<b>Fred Corona</b> Interstate Natural Gas Pipeline
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**Voting Record**  
**Motion 7-8-20-07**

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