

FINAL Meeting Minutes
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS

Meeting Minutes, December 9, 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

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

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

Others in attendance were: Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Greg Snyder – OCC.

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

Safety Moment – Melanie Lewis provided this months safety moment on situational awareness. Melanie shared a very personal incident involving her family and how being aware of your surroundings can have a huge impact on your safety and the well being of others.

Adopt Previous Board Meeting Minutes:

Tim Smith made a motion to accept the November 10, 2020 minutes as corrected. Don Moore seconded the motion. **Vote record 12-09-20-01.**

Open Testimony: None

OUNC Operations Report: Greg Snyder reported that Ash Grove Cement (district code AGCC01) has returned the signed latter and has been removed from the Oregon one call system.

Scott Gallegos asked for an update on the OUNC Boards request to add new fields on the intake ticket forms for the work order number, permit number and to send out a reminder email when a ticket may need to be updated to extend the expiration date. Greg advised that, while he could not provide a completion date due to the complexity of the project, progress is being made and the OCC Systems division has the project listed as “high priority”.

All Board Members had previously been emailed copies of the November 2020 operations reports. Greg Snyder went over the highlights for the month. The incoming ticket total for November was 24,061 tickets, which is up 1.04% from November 2019. The ITIC percentage for November was 65.47%, down from November 2019’s 66.99%. The Average Speed of Answer (ASA) was 12 seconds for November 2020.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports and the aging reports for November 2020.

Treasurer Report: Johnny Sapp. Johnny was not available for this months meeting and the Board will go over the budget reports for both November and December 2020 at the next meeting.

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 – Ryan reminded the Board that this would be his last month as Secretary. Scott Clement will assume that duty in 2021. Ryan, Scott and Kitty O’Keefe will be getting together to set up the transfer of responsibilities.

PUC Representative Report: Phil Boyle – No report

Administrative and Outreach Coordinator – Kitty O’Keefe – No report.

Committee Reports:

Budget and Audit Committee: Johnny Sapp: No report.

Contracts Committee: Nate Rivera – No report. Kitty O’Keefe did note that the committee had worked on the 2021 UTA Locate Training RFP

Damage Reporting/Dirt: Don Moore – No report

Oregon Administrative Rules (OAR’S) & Tariff: Micah Brown – No report

Policy & Procedures Committee: John Eckis – No report.

Publicity Committee: Scott Clement – Scott gave an update on the online store. Requests for calendars are up 25% over last year, the OUNC wall calendars are in stock and the florescent yellow and orange beanies are going fast. The committee has spent most of their budget for the year.

The Alpha Media campaign is finishing and there is a 12% increase in visits to the OUNC website.

The committee will hold it’s next meeting after the first of the year.

Training and Education Committee: Mitch Burghlea – Mitch will present his report towards the end of the meeting. It is located after the **Executive Director Selection Committee:** report.

Membership: Phil Boyle: Kitty O’Keefe reported that Paul Schmidt has been appointed to the Contractors position and Brewster Whitmire has been appointed to the Electric Cooperative position.

Oregon Utilities Coordinating Council (OUCC) Report: Scott Gallegos: Scott reported that the OUCC met yesterday and attendance was good.

They discussed how they should spend remaining funds and they will review the budgeting for each council for next year.

The local councils tax situations are being resolved.

Executive Director Selection Committee: Ryan Sandhu: Ryan gave a history of the selection process. To start there were 55 applicants. This was narrowed down to 29, which were provided the opportunity to answer questions. Of these 29 applicants, 17 provided responses. The top 8 moved to the second round of questions and 6 of those provided answers. The committee reviewed the responses and would like to present the 5 candidates, scoring between 85 – 77 out of 100, to the full Board.

The committee requests a virtual meeting which the DAS can set up using Zoom. The Zoom meeting would be held Wednesday 1/13/21 and would probably last all day.

Ryan will get resumes and cover letters out to all Board Members prior to the January 13th meeting.

Ryan Sandhu made a motion to present all five (5) candidates that scored 77 or better to the full Board. Scott Clement seconded the motion. **Vote record 12-09-20-02.**

Training and Education Committee: Mitch Burghlea – Mitch reported that the UTA contract for providing Locator Training is expiring. The committee put out an RFP and discussed the four candidates that responded. They recommend continuing with UTA. Micah Brown made a motion to grant the contract to UTA. Tim Smith seconded the motion. [Vote record 12-09-20-03](#).

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

Old business: No report

New Business: No report

Good of the Order: Scott Gallegos announced that Frank Franzell was selected to receive the 2020 Morrison Award. Frank attended yesterday's OUCC meeting to accept the award. He was very humbled and surprised. Kitty O'Keefe will be getting the plaque to him.

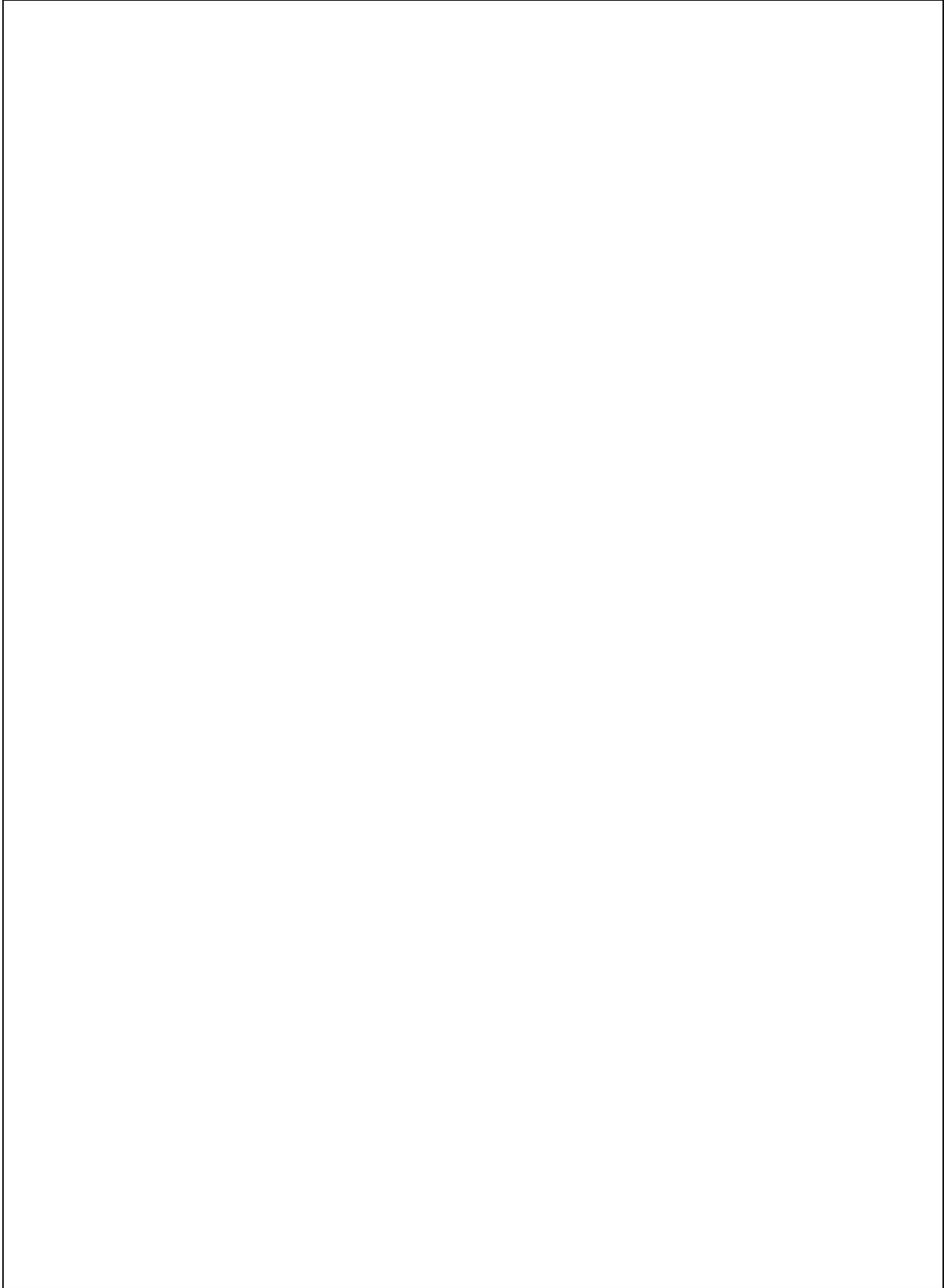
Micah Brown noted that there had previously been a committee to look into issues or complaints that were brought to the Board, but that committee is no longer in existence. He reported that the PUC has been more involved with visits to construction sites and wanted the Board to be aware of this and would like to see the Board more involved in this area. There was discussion and other Board Members would also like more Board involvement. Don Moore noted that the DIRT Committee had planned a meeting for next week on this topic. It was noted that Phil Boyle with the PUC should be involved in any discussions, possibly after the OUNC Board has its own meeting. There was also discussion on creating a sub-committee on this topic.

Mitch Burghlea wanted to thank Kitty O'Keefe for her help on the RFP for Locator Training.

The next meeting will be held on Wednesday January 13, 2021.

Micah Brown made a motion to adjourn the meeting. Scott Clement seconded the motion. [Vote record 12-09-20-04](#)

Meeting Adjourned.



**Voting Record
Motion 12-09-20-01**

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

Yes = 12

No = 0

Not Present = 4

**Voting Record
Motion 12-09-20-02**

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

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 12-09-20-03**

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

Summary

Yes = 13

No = 0

Not Present = 3

**Voting Record
Motion 12-09-20-04**

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

Yes = 13

No = 0

Not Present = 3