

**Meeting Minutes**  
**September 8, 2021**  
**OREGON UTILITY NOTIFICATION CENTER**  
**BOARD OF DIRECTORS**

Meeting Minutes, Sheraton – Portland Airport Hotel Mt. St. Helens Room 8235 NE Airport Way Portland, Oregon 97220. Also available on Zoom

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

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

Others in attendance were: Josh Thomas - OUNC Executive Director, Kitty O’Keefe – OUNC Administrative and Outreach Coordinator, Terry Hogan- OCC, Kyle Thomas – City of Bend, Jaimie Lemke- NW Natural, Joyce Nelson, Kevin Hennessy- OPUC, Sean Tarter

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

**Safety Moment** – Josh Thomas - spoke about the use of AR/VR/AI - Presented and explained the difference between all three and how they are being used in various places throughout the excavation safety industry

**Adopt Previous Board Meeting Minutes:** Phil Boyle moved to accept the September minutes, Tim Smith seconded **vote record 10-13-21-01**

**Open Testimony:** None

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**OUNC Operations Report: Terry Hogan**

**September 2021 Highlights**

**Incoming Tickets - 30,379**

Up 5.02% from September 2020

Up 6.30% YTD from 2020

**Outgoing Tickets - 171,490**

Up 0.46 % from September 2020

Up 3.55% YTD from 2020

**In/Out Ratio - 5.65**

5.92 in September 2020

last month was 5.64%

**ITIC Tickets - 21,551**

**% ITIC - 70.94%**

% in 2020 - 61.46%

6th month in a row over 70%

The call center has identified that many ITIC users are using old bookmarks from the 2.0 system. These bookmarks are taking them to the old system to login and not the new system which is creating a slower than desired switch to the new NXT system. The call center is preparing to send an email blast to the top ITIC users introducing ITIC NXT. The email will ask all users to delete their existing ITIC bookmarks, clear their cookies and cache and re-bookmark the new site which will have a link in the email.

**OUNC Billing & Aging Report:** Josh Thomas presented a new report view he had been working on. The new report changes how issues are prioritized. The top ⅓ of outstanding bills are at top, then low/mid value accounts which show multiple small amounts for the same company. Josh suggested combining smaller accounts into a single bill. He next proposed the board write off amounts which appeared to be very low amounts. (less than \$1) There were a couple of accounts that the companies may not exist that were proposed to write off as well. The last items shown on the report were positive amounts (credits) some companies had on file.

Discussion was had about what OAR's allowed in regards to writing off amounts owed. Total value of past due is \$9000 but the top 4 is ⅔. Policy and procedure committee will need to review this report and the recommendations and propose any changes in the next meeting. Discussion was had on how the accounts are attempted to be brought current.

**Treasurer Report:** Alba Dawn Vogland. Alba did not get reports until the prior day and was not able to process them. Josh is going to work with Alba moving forward to help ensure these are able to be provided in a manner where it can be ready for the meetings. After the budget is approved the board will discuss whether to continue with monthly reports or move to quarterly reports.

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

**Chair's Report:** Micah Brown – Discussed the OAR meeting. There was discussion on how to capture the content of the meetings beyond the minutes. Suggestions were made such as recording a Zoom meeting or audio recording or etc. Further discussion ensued about what other agencies do.

Micah read an email He received from Greg Snyder thanking the board for their letter of appreciation.

**Vice Chair Report:** Melanie Lewis – Melanie had nothing to report at this time.

**Treasurer Report:** Alba Dawn Vogland – Alba has nothing at this time. Josh and Alba will meet before the next meeting to pass on duties. Alba recommended Brewster should attend as well if he is taking on the Treasurer position. Brewster stated he was not ready to take this position on at this time.

**Secretary Report:** Paul Schmidt- Paul shared gratitude to all who have helped him in this transition

**PUC Representative Report:** Phil Boyle – Phil shared that this is his last meeting. Stated he will miss working with everyone and expressed the work is important.

## **Administrative and Outreach Coordinator – Kitty O'Keefe**

- Sep 29 Kitty had lunch with Scott Crosby and presented plaque recognizing his service on board
- Sep 13-18 was the Pendleton Roundup - sold close to 50,000 tickets - Gave specific thank yous to people who helped.
- Sep 21-OCC Users Group - thanked the board for allowing her to go - It was a great meeting - She recommended everyone attend if they have not done so yet.
- Morrison award - There was discussion on what it is, how someone gets nominated, and the dates involved.
- Made donation
- Don Myron

## **Executive Director Report:** Josh Thomas- Thanked everyone for their service to the cause

- Attended the Pendleton roundup and occ users group meeting where he met with Brewster, fellow directors, members and staff members from other states and discussed how they approach excavation safety.
- Has been working on board succession planning
- The remote communications stipend allowed in last month's meeting is in place
- Followed up with the governor's office regarding new workday training.
  - Everyone on the board must take the training before the end of year
  - If someone does not have a login or password they need to work with Josh
- Met with DAS IT
  - Most state agencies are migrating to Office 365
  - May be able to opt-out
- The OWL system seems to have solved sound issues from previous meetings.
- OCC contract changes are made
  - It is in review
- Still working on hiring Kitty as employee
- Josh requested approval for a new laptop for Kitty to use.
  - Alba Vogland made motion to get a new laptop for Kitty and Melanie Lewis seconded.
  - **vote record 10-13-21-02.**

- Phil Boyle made motion and Tim Smith seconded the Executive Director, Josh Thomas, be added to the following bank accounts operated by the Board
    - Riverview
      - Non-profit checking #001616515988
      - Business plus #001699002495
      - CD-51000011380
    - Umpqua
      - #04992736173e
    - **vote record 10-13-21-03.**
  - Phil Boyle made a motion to provide a procurement card with a \$5000 limit for the executive director and Alba Vogland seconded
    - **vote record 10-13-21-04.**
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### **Committee Reports:**

**Budget and Audit Committee:** Alba Dawn Hickson: Met this morning and have some preliminary numbers for the budget. Josh and Alba will meet before the next meeting to get better numbers. The next budget and Audit meeting will happen before the next board meeting.

Nate asked Kevin Hennessy to provide an update on fines status. Kevin gave a brief explanation of how fines are structured and how the PUC has been enforcing fines. There was discussion on how to budget for any incoming fines in the 2022 year. Kevin said if he were going to put a number on it he would put \$5000 at this time.

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**Contracts Committee:** Nate Rivera – no contracts submitted to be reviewed

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**Damage Reporting/Dirt:** No Chair- Micah said that during OARs it was discussed that mandatory reporting of damages should be moved to the Damage Reporting/Dirt committee.

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**Oregon Administrative Rules (OAR'S) & Tariff:** Micah Brown – There are two issues the OAR committee was to consider. One was a 750ft ticket size and the other was mandatory white paint. These were discussed and the committee decided to continue to review these but table them for a little bit to see what kind of effort can be put into ITIC training and to see if virtual white lining adjust how the board wants to proceed. The ticket length probably is not going to move much.

The committee is looking to revise wording of the rule for exposing a utility to provide better protection for the facility. There was discussion on how it, currently, does not protect the facility.

95001-60 regarding less than 2 full business days tickets - This is not used and maybe should be redacted. There was discussion regarding the original purpose of the rule. The committee will review further and make a recommendation.

Moving forward the focus of the committee is going to be on wording for a survey project.

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**Policy & Procedures Committee:** John Eckis – Not present

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**Publicity Committee:** Scott Crosby -

- Had a committee meeting on 09/29
- Had various vendors attend and are looking at what they may be able to offer in regards to their campaign
- Put together a forecasted budget for 2022
- Talked with Hillsboro Hops about a possible sponsorship

There was discussion on the forecasted budget and reason for increase.

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**Training and Education Committee:** Mitch Burghlelea -

- ITIC NXT training
  - set meeting on proposal for NXT training.
  - 10/20-21 is first in person training.
  - OUNC excavator safety training in Nov, will include NXT training.
  - Should have 2021-2022 calendars coming out soon.
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**Membership:** Phil Boyle -

- Nothing new to report.
  - lots of applications - everyone has been notified and re-applied.
  - New workplace system will make appointments quicker hopefully.
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**Oregon Utilities Coordinating Council (OUCC) Report:** Kyle

- Trying to get advertising projects completed by end of year.
    - Spending \$17,000
      - \$5000 towards billboards
      - The balance is a credit for social media (a mix of platforms)
  - Dawn should be transferring her role to the new treasurer as soon as they are voted in.
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**Executive Director Selection Committee:** Ryan Sandhu: Not available. Micah stated he thinks the plan is to have one more meeting and then dissolve the committee.

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**National Industry News: NULCA, CGA, Open Discussion:** Discussion was held on where the meetings will be held in 2022.

Kevin Hennessy said CGA just released their annual DIRT report. Recommended everyone look at it as it looks similar to reports they are receiving from other reporting entities. There was discussion whether Kevin Hennessy may be interested in chairing the Damage Reporting/DIRT.

Josh Thomas talked about the next CGA in Anaheim. Recommends the board discuss sending some of the members. Discussion ensued on this topic. Kyle Thomas recommended it be put on the agenda for the next meeting to discuss.

Micah Brown reported that the previous evening they had a farewell dinner for Tim Smith and Phil Boyle. Both received plaques recognizing their service on board during this meeting.

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**Old business:** Josh Thomas recommended a review of how much should be held in reserve in the budget.

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**New Business:** Next meeting is Nov 10 in Wilsonville at Hilton Garden inn

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**Good of the Order:** Shawn Tartar with City of Pendleton introduced himself and said he is applying to replace Tim Smith on the board.

Tim Smith made a motion to adjourn the meeting. Nate Rivera seconded the motion. **Vote record 10-13-21-05.**

**Meeting Adjourned.**

**Voting Record**  
**Motion 10-13-21-01**

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

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 5**

**Voting Record**  
**Motion 10-13-21-02**

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

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 5**

**Voting Record**  
**Motion 10-13-21-03**

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

**Summary**

**Yes = 10**

**No = 0**

**Not Present = 5**

**Voting Record**  
**Motion 10-13-21-04**

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

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**Not Present = 5**

**Voting Record**  
**Motion 10-13-21-05**

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