

DRAFT Meeting Minutes
June 14th, 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

	OUCC	X	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	P	Andy Crocker Special Districts
X	Nathan Rivera Municipal Electric	P	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
	Cities Population <25K	P	Lee Tumminello Cities Population >25K	O	Johnny Sapp ODOT	X	Mitch Burghlelea Cable TV
X	Kevin Hennessey OPUC		Telecom Cooperatives	P	Connor Toney Excavators	X	Jessica Epley Telecom >50K Access Lines
O	Paul Schmidt Contractors	O	Brewster Whitmire Electric Cooperatives	O	Dale Bromaghin Interstate Natural Gas Pipeline	P	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- One Call Concepts, Ryon Kershner- Roseburg Sanitary, Jason Williamson- NW Natural, Robbie West- City of Klamath Falls, Lynn Detering- ODOT

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

Safety Moment – Mitch Burghlelea shared some information regarding heat illness protection. He reminded the group of the importance of personal health, environment awareness, proper hydration and appropriate attire.

Adopt Previous Board Meeting Minutes: Jessica Epley moved to accept the May minutes as amended, Micha Brown seconded. vote record 6-14-23-01

Melanie reminded that the meetings, now that they are quarterly, could run longer.

Melanie also asks that committee meetings be held 3 weeks before the meetings.

Open Testimony:

Jason Williams shared that NW Natural has experienced a large number of damages without locates. He shared his concern around filing complaints with groups that they are trying to develop relationships. He went on to express his frustrations on the lack of enforcement that he is seeing and the slow change of behavior in the excavation community.

Kevin asked Jason why the excavators are not calling in for locates. Jason replied that a lot of the issue is driven by pressure from those folks who hire excavators.

Kevin shared some options of enforcement through OSHA such as multi-employer site conditions.

OUNC Operations Report: Scott Gallegos

May 2023 Highlights

Incoming Tickets	
34,484	Up 7.57% from May 2022 Down 4.96% YTD from 2022
Outgoing Tickets	
183,400	Down 1.22% from May 2022 Down 7.53% YTD from 2022
In/Out Ratio	
5.32	5.65 May 2022
ITIC Tickets	% ITIC
24,527	71.13% of total locates 71.42% in May of 2022

Melanie suggested to the board that the fax option be removed. Discussion followed.

The discussion came up on the validity of finance charges. Melanie asked OCC to get an update on how much has been billed and collected in finance charges to help determine what would the effect of dropping the charges.

Scott will provide an update on the number of users using positive response since the new campaign has begun.

OUNC Billing & Aging Report: The Board has 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.

- Revenue continues to trend upward
- Invitation to bid for accounting and payroll services remains open
- Budgeting process to begin in late July/August

Nate Rivera moved to accept the May treasurer and financial reports, Jessica Epley seconded. **vote record 6-14-23-02**

Kitty updated the group on potential costs for OCC User's Group. Melanie

Nate Rivera moved to send up to 4 total members to include Josh and Kitty to the OCC User's Group, one of them payed for by OCC, Micah Brown seconded. **vote record 6-14-23-03**

Board of Directors Officer's Reports:

Chair's Report: Melanie Lewis – Melanie shared a video on being respectful in the work environment.

Melanie shared the new concept submission form and shared that it will be available on the website. Once a form is submitted, it will be brought to the board as new business, where it will be considered by the board. These will be sent to Josh and Kitty.

Vice Chair Report: Jaimie Lemke – Jaimie shared her highlights from the CGA conference.

- Main stakeholder accountability: Facility owner operator, excavator, locator, one call center
 - Operator mapping accuracy and timely updates
 - Excavator using the one call system and following dig laws/best practices
 - On time and accurate locates
 - One call center providing easy to use service, embracing technology, e.g. digital white lining
- CGA Damage Prevention Institute (DPI)
 - Accreditation for key damage prevention stakeholders
 - Commitment to maintain high standards for work practices as they relate to damage prevention
 - Follow best practices, measure performance compared to peers, continuous improvement
 - Part of the 50 in 5 initiative
- 50 in 5 – reduce damages nationwide by 50% in 5 years
 - Purposefully a lofty goal, needed an ambitious target to aim for
 - Damage reductions have leveled off and stalled in recent years
- No locate research – Louis Panzer North Carolina
 - 153 respondents that had damaged a facility without a locate

- 0 respondents answered they “didn’t know”
- Top reasons/concerns – Lack of trust locate would be complete on time (stuck waiting) or thought facilities would be deeper
- Mapping quality for facility owners
 - Capture GPS/GNSS when mapping new facilities
 - Utilize modern technology to improve existing records, real-time kinematic (RTK) locating equipment to capture GPS/GNSS data
 - Pilot project in Minnesota – Barb Cederberg, state board purchased two of these and loaned them out to facility owners - saw the value and purchased their own
- San Diego Gas and Electric (SDG&E) homeowner door hanger
 - Specific dig guidance communication when homeowner/occupant requests a locate

Scott will get a copy of the homeowner email for the board to review.

Treasurer Report: Alba Vogland – Nothing to report

Secretary Report: Lee Tumminello- Lee shared some of her takeaways from CGA, namely the following

- Minnesota mapping
- Change management

PUC Representative Report: Kevin Hennessey –

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- **OUNC Staff report:** Josh Thomas and Kitty O’Keefe- Josh updated the board on upcoming and ongoing events
 - Kitty shared the new CGA logo visual
 - The transition to quarterly meetings will drive more detailed communications
 - A suggestion was made to move the December meeting to avoid the Holiday

Nate Rivera moved to move the December meeting to the 14th then begin quarterly meetings in 2024 on January 18th, Jessica Epley seconded. [vote record 6-14-23-04](#)

- Josh is asking to meet with each board member for a one on one
- Josh shared that Lynn Detering will be the OUCC representative
 - Still waiting on small cities and telecom cooperatives
 - Railroads still open
- The league of Oregon Cities has voted to intervene in the complaint related to the responsibility for locating sewer laterals
- Board training consideration is underway in areas like sexual harassment, ethics, cybersecurity/information security
- 811 day plans

- Hit kit give aways, Hops tix, partner amplification
 - Josh will be buying new meeting Owls at up to \$2,100
 - Josh will look into getting a value for the old ones
 - Josh shared his findings on Quorum/Majority of votes
 - Josh feels that there aren't any conflicts in the current board language
 - Jessica Epley moved to take the Quorum/Majority language to the Policy and Procedures committee for review and recommendation, Nate Rivera seconded. [vote record 6-14-23-05](#)
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Executive Session: Melanie Lewis- The board went into Executive Session, Alba Vogland 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)(i)

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.

After executive session-

Nate shared the recommendation from executive session.

Jessica Epley moved to Adopt Executive Level compensation under DAS's recommendation for Agency Head 9 Position, Level 9 for year one and Level 10 for year two under Class 7589 Range Option A or P. for Josh Thomas, Micah Brown seconded. [vote record 6-14-23-06](#)

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Jessica Epley-

Josh updated the board on a need to define the agencies that make recommendations for positions on the board.

Jessica Epley moved to adopt Issue Summary #23-06-0026 as recommended, Nate seconded. [vote record 6-14-23-07](#)

Josh updated the board on a proposed rulemaking process as described in Issue Summary #23-06-0027

Jessica Epley moved to adopt Issue Summary #23-06-0027 as chapter 1.5, Nate seconded. [vote record 6-14-23-08](#)

Jessica informed the group that the next OAR meeting will be after the next board meeting.

Publicity Committee: Scott Crosby –

Josh shared some new creative content provided by Royle Media

Budget Audit and Tariff Committee: Alba Vogland-

Alba will be setting up a meeting before the next board meeting

Training and Education Committee: Mitch Burghlea – All training information is available on the meeting agenda

Policy and Procedures Committee: Jessica Epley – Jessica shared that there will be a meeting in July

Notification Boundaries Committee: Kevin Hennessy- Nothing to report as of yet. Kevin is putting things together and looking into available data

Data and Research Committee: Lee Tumminella – Josh is looking at the data to see how the available data from DIRT, the UCC and utilities can be used to create actionable items

Oregon Utilities Coordinating Council (OUCC) Report: Alba Vogland (Interim Chair)-

Alba updated the board on a database that was created to show efforts, cost and attendance of events hosted by the local councils

The board asked if we could update a calendar or somehow show of upcoming events

Kitty shared the Keeping us Connected letter

Scott thanked Nate, Alba and Melanie for being at the OUCC meeting and he encouraged all members to try to attend local meetings as well as the state meeting.

National Industry News: NULCA, CGA, Open Discussion:

Old business:

Josh gave an update on the most recent revision of the strategic plan.

Jessica complimented Josh on the quality of the plan. She also asked for a report to show what are the goals and what is happening to accomplish them.

Jessica Epley moved to adopt the July 2023-June 2025 strategic plan as presented, Micah Brown seconded. [vote record 6-14-23-09](#)

New Business:

Melanie submitted a concept submission for regarding damage reporting. Melanie shared that she feels like damage reporting should be required and should be referred to the OAR committee for consideration.

Nate Rivera moved to refer the consideration of mandatory damage data and or damage tickets to the OAR committee, Micah Brown seconded. [vote record 6-14-23-10](#)

Melanie submitted a concept submission form regarding the creation of a “responsibilities” of the excavation community form or handout.

Nate Rivera moved to refer the consideration of a “responsibilities” of the excavation community form or handout to the Publicity committee, Alba Vogland seconded. [vote record 6-14-23-11](#)

Good of the Order:

Jessica Epley made a motion to adjourn the meeting. Nate Rivera seconded the motion. [vote record 6-14-23-12](#)

Meeting Adjourned.

**Voting Record
Motion 6-14-23-01**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-02**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-03**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-04**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
NP	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 11 No = 0 Not Present = 6 Abstained= 0

**Voting Record
Motion 6-14-23-05**

	OUC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	Johnny Sapp ODOT	Y	Mitch Burghlea Cable TV
NP	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 11 No = 0 Not Present = 6 Abstained= 0

**Voting Record
Motion 6-14-23-06**

	OUC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-07**

	OUC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-08**

	OUC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-09**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	NP	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 11 No = 0 Not Present = 6 Abstained= 0

**Voting Record
Motion 6-14-23-10**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	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
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-11**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0

**Voting Record
Motion 6-14-23-12**

	OUCC	Y	Micah Brown NULCA	NP	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
	Cities Population <25K	Y	Lee Tumminello Cities Population >25K	NP	Johnny Sapp ODOT	Y	Mitch Burghlelea Cable TV
Y	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	Y	Jessica Epley Telecom >50K Access Lines
NP	Paul Schmidt Contractors	NP	Brewster Whitmire Electric Cooperatives	NP	Dale Bromaghin Interstate Natural Gas Pipeline	Y	Megan Moore Public Utility Districts
							Open Railroads

Summary- Yes = 12 No = 0 Not Present = 5 Abstained= 0