

December 4, 2023  
Board of Directors  
Interested Parties

**NOTICE OF PUBLIC MEETING**

In accordance with Oregon State Public Meeting Law  
Please be advised of the subject meeting:

**OREGON UTILITY NOTIFICATION CENTER  
BOARD OF DIRECTORS MEETING**

[www.digsafelyoregon.com](http://www.digsafelyoregon.com)

Thursday, December 14, 2023  
The Grand Hotel - Boardroom  
201 Liberty Street SE  
Salem, Oregon 97301

Join Zoom Meeting

<https://us06web.zoom.us/j/81962286900?pwd=xzZHQPdVIZWkr2hVeRkbJs5CZZOjdx.1>

Meeting ID: 819 6228 6900 Passcode: 692225

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Those registered to testify will be recognized in the order in which they signed up, and each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that accompanies the verbal statement(s), prior to addressing the Board. Those presenting a formal proposal must complete a Concept Submission Form, available on the OUNC website or by request of OUNC staff:

[LINK TO Concept Submission Form](#)

No more than 45 minutes in total will be allowed for all open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement. Special exceptions to these criteria can be allowed at the discretion of the Board Chairperson. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kitty O'Keefe at 503-781-6988 or [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com).

Please note that the OUNC records board meetings as a backup for meeting minutes.

Lee Tumminello  
OUNC Board Secretary



Enclosures

cc: Scott Gallegos, One Call Concepts General Manager

**Conflict of Interest:** Oregon Government Ethics law defines actual conflict of interest [ORS 244.020(1)] and potential conflict of interest [ORS 244.020(13)]. In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated. OUNC Board members must announce publicly the nature of a conflict of interest during the meeting. If it is a potential conflict of interest, they may continue to participate in the discussion, debate or vote on the matter. If it is an actual conflict of interest, they must refrain from participating in any discussion, debate or vote on the matter per ORS 244.120(2). If their vote is necessary to take action, that member may cast a vote without participating in discussion or debate on the issue.

# OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

CHAIR: Melanie Lewis

DATE: Thursday, December 14, 2023

TIME: 9:00 a.m. - CALL TO ORDER

Location:

The Grand Hotel - Boardroom

201 Liberty Street SE

Salem, Oregon 97301

Join Zoom Meeting

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## AGENDA

OUNC Business Meeting – [Board Packet](#)

### #1 OUNC Board of Directors Chair

- Call to order
- Roll call of all present, confirmation of quorum and simple majority
- Today's meeting logistics and safety briefing
- Announce visitor registration and testimony sheets
- Safety Moment – Paul Schmidt
- Review, amend and approve the previous quarter Board meeting minutes.

### #2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

### #3 OUNC Operations Report

(Scott Gallegos, One Call Concepts)

- Financial Report: Past Due Accounts, Billings, and Revenue
- Operations statistics
- Call Center issues and communication with subscribers
- Follow up items from September OUNC Board Meeting:
  - Write off of finance charges
  - Positive Response update

### #4 Treasurer's Report – Alba Vogland

- Review, Amend, and/or approve changes to previous reports – A motion will be needed to approve the report
  - **PROPOSED MOTION:** "I move to approve the Treasurer's Report as presented"
- Discussion Items:
  - LGIP involvement and PERS involvement
  - OUCC Funding for 2024

#5 OUNC Board of Directors Officers Report

- Chairperson – Melanie Lewis
- Vice Chairperson – Jaimie Lemke
- Treasurer – Alba Vogland
- Secretary – Lee Tumminello
- PUC Representative – Kevin Hennessy

#6 OUNC Staff Report – Josh Thomas & Kitty O’Keefe

- Executive Director Updates
  - Issues/legal
  - Administrative, calendar
  - Action Items

#7 Executive Session Scheduled in accordance with ORS 192.660, if needed.

**OUNC BOARD OF DIRECTORS STANDING COMMITTEE REPORTS**

#1 OREGON ADMINISTRATIVE RULES (OARs): JESSICA EPLEY - CHAIR

Members:      Melanie Lewis              Jaimie Lemke              Mitch Burghlea  
                         Scott Crosby              Kevin Hennessy              Andy Crocker  
                         Lee Tumminello              Alba Vogland              \*Josh Thomas  
                         \*Kitty O’Keefe              \*Kim Boyd              \*Micah Brown  
                         \*Larry Melzer              \*Jim Walton              \*Jeff Cox

- a. General Report
- b. Rule Making Process
- c. Exemptions and subsidies

#2 PUBLICITY COMMITTEE: JAIMIE LEMKE – CHAIR

(Merchandise, Sponsorships, Advertising/Media & Website)

Members:      Melanie Lewis              Connor Toney              Mitch Burghlea  
                         Alba Vogland              Megan Moore  
                         \*Josh Thomas              \*Kitty O’Keefe              \*KC Chumachenko

- a. General Report

**ACTIVE AD HOC COMMITTEE REPORTS**

- Standing Committee Consideration

#1 BUDGET, AUDIT AND TARIFF COMMITTEE: ALBA VOGLAND – CHAIR

Members:      Melanie Lewis              Nate Rivera              Alba Vogland  
                         Lee Tumminello              \*Josh Thomas              \*Kitty O’Keefe

- a. General Report
- b. Discussion Items:
  - Budget review and approval for 2024
    - Travel and conferences in 2024
  - In Out Ration presentation from UG2023 – One Call Concepts
  - Service Tariff

#2 TRAINING AND EDUCATION: MITCH BURGHELEA - CHAIR

(Locator Training & Excavator Training)

Members:     Melanie Lewis             Connor Toney             Alba Vogland  
                  Megan Moore             Paul Schmidt             Kevin Hennessy  
                  \*Kitty O'Keefe             \*Josh Thomas

- a. General Report
- b. Excavator Training Class - December 14 (Salem)
- c. Locator Training Classes – Virtual: December 19 & 20
- d. UTA's contract extension approval

#3 POLICY AND PROCEDURES COMMITTEE: JESSICA EPLEY – CHAIR

Members:     Melanie Lewis             Alba Vogland             Kevin Hennessy  
                  \*Kitty O'Keefe             \*Josh Thomas             \*Micah Brown

- a. General Report
- b. Proposed policy changes
  - o Disposition of property
  - o Paid time off
  - o Committee referrals initiation of business

#4 NOTIFICATION BOUNDARIES COMMITTEE: KEVIN HENNESSY – CHAIR

Members:     Melanie Lewis             Mitch Burghelea             Lee Tumminello  
                  Andy Crocker             \*Josh Thomas  
                  \*Kitty O'Keefe

- a. General Report

#5 DATA AND RESEARCH COMMITTEE: CHAIR – LEE TUMMINELLO

Members:     Melanie Lewis             Dale Bromaghin             Connor Toney  
                  \*Josh Thomas             \*Kitty O'Keefe

- a. General Report

"\* = non-voting member "

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OREGON UTILITIES COORDINATING COUNCIL REPORT: SCOTT GALLEGOS/ALBA VOGLAND

- Report on OUCC finances, priorities, and accomplishments

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

- a. Oregon Telecommunication Association: update on Federal Investments

OLD BUSINESS:

- a. Board Elections: vote to ratify Executive Officers
- b. Committee Interest
- c. Strategic Plan update
- d. Board Recruitment Status
  - Telecommunications Cooperatives (seat 1) Matt Barrett
  - Contractors (seat 10) Nathan Taylor
  - OUCC (seat 19) Lynn Detering
  - Railroads (seat 2)

- Reappointments pending for Jessica Epley, and Kevin Hennessy in 2024

**NEW BUSINESS:**

- a. 2023 Morrison Award Recipient
- b. Concept Submission Form – OUNC Status and Governance

**FOR THE GOOD OF THE ORDER:**

- a. Service Recognition: Micah Brown and Paul Schmidt

The OUNC Board of Directors has transitioned from monthly to quarterly meetings.

The next scheduled meeting will be:

Thursday, January 18, 2024  
Hilton Garden Inn, Wilsonville - Oregon  
(Zoom link to be scheduled closer to meeting date)

**2024 OUNC/OUCC Meeting Calendar:**

January 17, OUCC – Hilton Garden Inn - Wilsonville

January 18, OUNC– Hilton Garden Inn - Wilsonville

April 17, OUCC – Best Western – Hood River

April 18, OUNC – Best Western – Hood River

July 17, OUCC – Salishan Resort – Gleneden Beach

July 18, OUNC – Salishan Resort – Gleneden Beach

October 16, OUCC – The Gordon Hotel – Eugene

October 17, OUNC – The Gordon Hotel – Eugene

\*Breaks will be taken frequently throughout the meeting

\*\*A light continental breakfast and lunch will be provided for board members and registered attendees.