

January 2, 2025  
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, January 16, 2025, 9 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/84980226519?pwd=HgTaFWCdScefJpQlc9Raidfa404PcY.1>

Meeting ID: 849 8022 6519

Passcode: 770849

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 at <https://digsafelyoregon.com/concept-submission-form/> or by request of OUNC staff.

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.

Jaimie Lemke  
OUNC Board Secretary

Enclosures

**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

Thursday, January 16, 2025, 9 a.m.

**LOCATION:**

Sheraton Portland Airport Hotel  
8235 NE Airport Way  
Portland, OR 97220

**ZOOM LINK:**

<https://tinyurl.com/cmsztdr7>  
Meeting ID: 849 8022 6519  
Passcode: 770849

**LINKS TO MEETING RESOURCES:**

[Board Packet](#)  
[Concept Submission  
Form](#)  
[Strategic Plan](#)

[Current Officers/Members](#)  
[Committee Rosters](#)  
[Staff Contacts](#)

## AGENDA

OUNC Board of Directors Chairperson – Melanie Lewis

- Call to order
- Roll call of all present, confirmation of quorum and simple majority
- Meeting logistics and safety briefing
- Announce visitor registration and testimony sheets
- Safety Moment – Lucas Schauffler and Matt Mullineaux
- Review, amend, and approve previous minutes

Open Testimony, Concept Submission Forms

- Open testimony when called upon by Board Chair – 5 minutes each
- Presentation of Concept Submission Forms, if applicable

## STRATEGIC PILLARS/COMMITTEE REPORTING

### 1. PROVIDING OVERSIGHT

- Executive Committee: Melanie Lewis - Chair
  - Comments from Chairperson
- OUNC Staff Report – Josh Thomas & Kitty O’Keefe
  - Updates on Board administration, membership
  - Board Member Appointments
- Treasurer’s Report – Alba Vogland
  - Financials, budget overview
  - Review, Amend, and/or approve changes to previous reports
  - Motion to approve Treasurer’s Report as presented/with changes.
- Budget, Audit and Tariff Committee: Alba Vogland – Chair
  - General report
  - Service Tariff update
- Oregon Public Utility Commission Updates: Kevin Hennessy

### 2. RULEMAKING AND BEST PRACTICES

- Governance Committee: Jessica Epley - Chair
  - General report, worklog

- Consolidation of Oregon Administrative Rules and Policy and Procedures committees to one committee and definition of Governance Committee under 1.4.3
- Possible referral of Contract Threshold - issue summary

### **3. DELIVERING QUALITY SERVICES**

- OUNC Operations Report – Scott Gallegos, One Call Concepts
  - Operations, financial statistics and updates
  - Self-certification status update
  - New Interactive Dashboard
  - Ticket Check Excavator Notification – concept submission form
- Training and Education: Mitch Burghlea - Chair
  - General report (excavator/locator classes, partner presentations)
  - Metrics and upcoming classes
  - Locator Training classes contract
  - New CGA Training Resources – Kevin Hennessy
- Ad Hoc Notification Center Operations Committee: KC Chumanchenko - Chair
  - Locked status on tickets – issue summary
  - John Radonski (Locating Inc.) discuss ticket bounds, large projects – concept submission

### **4. DRIVING RESULTS WITH DATA**

- Data and Research Committee: Josh Thomas – Interim Chair
  - General report
  - DIRT Dashboard update – Trisha Schoof, Common Ground Alliance

### **5. MAXIMIZING OUTREACH**

- Publicity Committee: Jaimie Lemke – Chair
  - General report (sponsorships, ads/media, web/social, promotional)
  - Matrix and Contract Process/Invitation to Bid
  - 30<sup>th</sup> Anniversary, Safe Digging Month

## **OUNC BOARD BUSINESS**

#### 6. Old Business

- Formal vote on Rule Changes
- Work session – RFP call center contract
- Planning Retreat Recap, Strategic Plan Revisions

#### 7. New Business

- Board Travel 2025

#### 8. Executive Session (if needed, scheduled in accordance with ORS 192.660)

#### 9. Oregon Utilities Coordinating Council Report – Lynn Detering

- Report on finances, priorities, and accomplishments

#### 10. National Industry News: NULCA, CGA, Open Discussion

#### 11. For the Good for the Order

- Morrison Award
- Lee Tumminello and Frank Planton recognition plaques

The next scheduled meeting will be:

- April 17, 2025 – Seven Feathers Resort – Canyonville, OR

*Breaks will be called by the Board Chairperson. Breakfast and lunch will be provided for board members and registered attendees.*