

April 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

Thursday, April 17, 2025, 9 a.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/87153497147>
Meeting ID: 882 1911 9284
Passcode: 362140

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://forms.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 Josh Thomas at 503-317-5007 or josh.thomas@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, April 17, 2025, 9 a.m.

LOCATION:

Seven Feathers Resort
146 Chief Miwaleta Lane,
Canyonville OR 97414

ZOOM LINK:

<https://us02web.zoom.us/j/87153497147>
Meeting ID: 882 1911 9284
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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 Schaufli 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
 - Jared Aranda, Esq., US State Government & Community Relations, TC Energy

STRATEGIC PILLARS/COMMITTEE REPORTING

1. PROVIDING OVERSIGHT

- Executive Committee: Melanie Lewis - Chair
 - Comments from Chairperson
- OUNC Staff Report – Josh Thomas
 - Updates from Executive Director, Annual Report
 - Board administration, membership update, records request
 - NC-405 ruling, recommendations regarding definitions of control/operator, considerations for complaint process - **MOTION** to refer matter to committee
- 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, financial review planning
- Oregon Public Utility Commission Updates: Kevin Hennessy

2. RULEMAKING AND BEST PRACTICES

- Governance Committee: Andy Crocker - Chair
 - General report, worklog
 - Results of public rulemaking hearing, log of comments, testimony – **MOTION** to either approve, amend, refer, and/or table proposed rules
 - Contract Threshold issue summary #25-01-0046, modified committee recommendation – **MOTION** to change Policy 3.3.4 to increase Executive Director spending authority to \$10,000 and credit limit to \$25,000; and change policy 4.1 to increase the \$10,000 threshold to \$25,000 and \$5,000 to \$10,000.
 - Recommend adjustment of Policy 4.3.3 – **MOTION** to change first two sentences to: "The Executive Committee may allow an employee to purchase their used office equipment or other OUNC property at replacement, resignation or separation."

3. DELIVERING QUALITY SERVICES

- OUNC/OCC Operations Report – Scott Gallegos, One Call Concepts
 - Operations, financial statistics and updates
 - Self-Certification review process results
 - Driving directions adjustment
- Training and Education: Mitch Burghlea - Chair
 - General report (schedule of excavator/locator classes, partner presentations)
 - Locator training contract with Bob Nighswonger
 - Apprenticeship program – **MOTION** to refer to committee
- Ad Hoc Notification Center Operations Committee: KC Chumanchenko - Chair

4. DRIVING RESULTS WITH DATA

- Data and Research Committee: Josh Thomas – Interim Chair
 - General report, recruitment for chair
 - 2024 DIRT data, dashboard

5. MAXIMIZING OUTREACH

- Publicity Committee: Jaimie Lemke – Chair
 - General report (sponsorships, ads/media, web/social, promotional)
 - Invitation to bid results – **MOTION** to approve committee recommendation to award two-year contract with an optional one-year extension
 - Sponsorships (Pickles), 30th Anniversary, Safe Digging Month plans

OUNC BOARD BUSINESS

6. Old Business

- Strategic Plan Revisions for July

7. New Business

8. Executive Session (scheduled in accordance with ORS 192.660)

- Personnel staffing/hiring considerations, per ORS 192.660 (2)(a)
- Work session – RFP call center contract, per ORS 192.660 (2)(n)

9. Oregon Utilities Coordinating Council Report – Lynn Detering

- Report on finances, priorities, and accomplishments
- Communications with UCCs, engagement, involvement, participation

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

- CGA's Conference Report – Melanie Lewis, Alba Vogland, and Andy Crocker

11. For the Good for the Order

- Recognition of service for Kitty O'Keefe and Terry Hogan

The next scheduled meeting will be:

- July 17, 2025 - Salishan Resort