

Meeting Minutes
 January 11, 2023
OREGON UTILITY NOTIFICATION CENTER
BOARD OF DIRECTORS
 Meeting available on Zoom

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

O	Kyle Thomas OUCC	O	Micah Brown NULCA	O	Scott Crosby Regulated Telecom <50K Access Lines	O	Andy Crocker Special Districts
X	Nathan Rivera Municipal Electric	X	Jaimie Lemke Natural Gas Distribution	X	Melanie Lewis Regulated Electric	X	Alba Dawn Vogland Counties
X	Sean Tarter Cities Population <25K	P	Lee Tumminello Cities Population >25K	X	Johnny Sapp ODOT	X	Mitch Burghlea Cable TV
X	Kevin Hennessey OPUC		Telecom Cooperatives	X	Connor Toney Excavators	O	Jessica Epley Telecom >50K Access Lines
X	Paul Schmidt Contractors	X	Brewster Whitmire Electric Cooperatives	O	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				X	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- OCC, Jesse Adams- City of Hood River

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

Safety Moment – Paul Schmidt- Paul shared the difference between knowledge and wisdom. Knowledge you can learn from a book and wisdom is from experience.

Good leadership starts with setting the tone of the day.

Adopt Previous Board Meeting Minutes: Paul Schmidt moved to accept the December minutes as amended, Connor Toney seconded. [vote record 1-11-23-01](#)

Open Testimony:

OUNC Operations Report: Scott Gallegos

December 2022 Highlights

**Incoming
Tickets**

19,556 Down 8.77% from Dec 2021
Down 1.15% YTD from 2021

**Outgoing
Tickets**

105,029 Down 8.03% from Dec 2021
Down 4.18% YTD from 2021

In/Out Ratio

5.37 5.33 Dec 2021

ITIC Tickets

14,034 **% ITIC**
71.76% of total locates
72.22% in Dec of 2021

Scott updated the board of the outstanding enhancements that are being worked on.

- Add homeowner verbiage to emails was completed on 12-15-2022

Melanie asked Scott Gallegos to go through the center reports in detail. Discussion followed.

OUNC Billing & Aging Report: All Board Members have been emailed copies of the billing reports for the current month.

Treasurer Report: Alba Vogland- Josh updated the board on the current treasurer's report.

Some expenses increased this year, in particular the cost of hosting meetings. This drew a conversation around where meetings could be held to save cost.

Alba Vogland moved to accept the October treasurers report, Nate Rivera seconded. **vote record 1-11-23-02**

Nate Rivera moved to accept the November treasurers report, Alba Vogland seconded. **vote record 1-11-23-03**

Alba Vogland moved to make Riverview Community Bank credit card account number 4037660309756310 with the account name of Josh Thomas be the primary contact for the Oregon Utility Notification Center's company profile with the bank, and to close Riverview

Community Bank credit card account number 4798510065520294 with the account name of Oregon Utility/Johnny Sapp. Paul Schmidt seconded. [vote record 1-11-23-04](#)

Board of Directors Officer's Reports:

Chair's Report: Melanie Lewis – Melanie shared the sentiment of being open to help and suggestions as she takes on this new position

Vice Chair Report: Jaimie Lemke – Jaimie thanked the board for her new appointment. She also went on to share some data that NW Natural has experienced with their damages. She shared that failing to request locates has risen to over 40% of their damages, about 70% of these are from non-homeowners.

It was asked what can be done in the event that someone is caught digging without locates. Discussion followed. Kevin shared that it wasn't out of line to call the police.

Frank shared that in some of OCC's other states, there is a safety ticket that can be called that would notify facility operators that excavation could be happening in a particular area.

Treasurer Report: Alba Vogland – Alba thanked the board for the appointment

Secretary Report: Lee Tumminello- Nothing to report

PUC Representative Report: Kevin Hennessey –Kevin reported that the PUC is revamping the complaint for to align with the CGA categories for root cause

OUNC Staff report: Josh Thomas and Kitty O'Keefe

- Josh updated the board on upcoming events
 - Mid Oregon Safety Summit
 - NUCA is doing a class at the NW College of Construction that Josh will be attending
 - GOSH conference, Josh will be on a panel
 - OUSC meeting
 - Rouge Basin meeting on Jan 24th
 - Kitty is working on the delegation for CGA Conference
 - The board was asked who would be interested in attending
 - Lee, Jaimie and Kevin showed interest
 - Excavator training is ongoing
 - Kitty worked with creative to upgrade the registration process
 - Invitation to bid for accounting services
 - The retreat is coming up March 7 and 8 in Seaside
 - Legislative day is scheduled for April 13

- New DIRT data will be coming in April and May

Melanie asked where the board only documents are on the website. Kitty shared where to find it and reviewed content.

Executive Session: Melanie Lewis- The board went into Executive Session, Melanie 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)

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.

Committee Reports:

Oregon Administrative Rules (OAR'S) & Tariff: Jessica Epley- Nothing to report

Publicity Committee: Scott Crosby – Kitty shared with the group on some upcoming ideas that will be presented at the next committee meeting.

Budget Audit and Tariff Committee: Alba Vogland- Josh shared the committee should meet before the next board meeting to discuss pending changes to budget. The next meeting will be Feb 8 at 7:45

Training and Education Committee: Mitch Burghlea – Mitch shared that he will schedule a meeting soon to talk about 2023.

Policy and Procedures Committee: Jessica Epley – Melanie wanted to establish an ad hoc committee to work through compensation. Nate will chair this committee with Sean, Johnny and Alba. He will set a schedule in the upcoming weeks

Oregon Utilities Coordinating Council (OUCC) Report: Kyle Thomas- Scott shared there is nothing to report

National Industry News: NULCA, CGA, Open Discussion:

Old business:

New Business:

Alba asked if Jessica would be continuing OAR meetings following the OUNC meeting. This has not been established.

Nate Rivera made a motion to adopt the outline for employee performance review process as follows.

- Chairperson establishes a deadline for response and sends the evaluation form to Executive Committee members.
- Process starts in September and shall be completed in October of each year for budget purposes.
- Executive Director to provide optional self-evaluation to Chairperson to be returned in September.
- Ensure completed review documents and self-evaluation are returned to the Chairperson or designee.
- Results of review and employee self-evaluation are compiled then Executive Director and Chairperson will meet to complete the formal review.
- Executive Session to hear the results of the evaluation and has an opportunity to recap.
- Reviewed document is signed by Executive Director and Executive Committee members.
- Any changes made should go retroactive to the anniversary of the hire date unless otherwise specified.
- Changes will be made with the bookkeeping service and any other relevant entities.

Mitch Burghlea seconded the motion. [vote record 1-11-23-05](#)

Good of the Order:

Nate thanked Melanie for walking the board through the center report as well as conducting a successful meeting

Nate Rivera made a motion to adjourn the meeting. Paul Schmidt seconded the motion. [vote record 1-11-23-06](#)

Meeting Adjourned.

**Voting Record
Motion 1-11-23-01**

N P	Kyle Thomas OUCC	N P	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghelea Cable TV
Y	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	N P	Brewster Whitmire Electric Cooperatives	N P	Dale Bromaghin Interstate Natural Gas Pipeline	Open National Telecom Damage Prevention	
				Y	Megan Moore Public Utility Districts	Open Railroads	

Summary

Yes = 12

No = 0

Not Present = 6

Abstained = 0

Voting Record
Motion 1-11-23-02

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

Summary

Yes = 13

No = 0

Not Present = 5

Abstained= 0

Voting Record
Motion 1-11-23-03

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

Summary

Yes = 13

No = 0

Not Present = 5

Abstained = 0

Voting Record
Motion 1-11-23-04

N P	Kyle Thomas OUCC	N P	Micah Brown NULCA	N P	Scott Crosby Regulated Telecom <50K Access Lines	N P	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
Y	Sean Tarter Cities Population <25K	Y	Lee Tumminello Cities Population >25K	Y	Johnny Sapp ODOT	Y	Mitch Burghelea Cable TV
Y	Kevin Hennessy OPUC		Telecom Cooperatives	Y	Connor Toney Excavators	N P	Jessica Epley Telecom >50K Access Lines
Y	Paul Schmidt Contractors	Y	Brewster Whitmire Electric Cooperatives	N P	Dale Bromaghin Interstate Natural Gas Pipeline		Open National Telecom Damage Prevention
				Y	Megan Moore Public Utility Districts		Open Railroads

Summary

Yes = 13

No = 0

Not Present = 5

Abstained = 0

Voting Record
Motion 1-11-23-05

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

Summary

Yes = 13

No = 0

Not Present = 5

Abstained= 0

Voting Record
Motion 1-11-23-06

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

Summary

Yes = 13

No = 0

Not Present = 5

Abstained = 0