

Oregon Joint Use Association
Board of Directors: Meeting Minutes
Kwan's Cuisine – Salem, Oregon
Thursday, December 17, 2015

President Terry Blanc called the meeting to order at 10:42 a.m. A quorum was present:

Present:

Terry Blanc, President
Sam Ackley
Jeff Kent
Gary Lee
Linda Spurgeon
Doug Morten
Scott Rosenbalm
Scott Wheeler
Brant Wolf

Not Present:

Janet Ebright
Tom McGowan
Tod Rosinbum

Guests:

Jerry Donovan, Co-Chair JIS
Tony Schacher, Salem Electric
Lori Koho, Oregon PUC
Jeff Van Loo, Chair, P & E Committee

Staff:

Genoa Ingram
Laureal Williams

Minutes **MOTION:** Moved by Gary Lee and seconded by Jeff Kent to approve the minutes of the September 10, 2015, Board meeting as presented. **Motion passed.**

Treasurer's Report: Treasurer Scott Wheeler reviewed the financial statements.

Balance Sheet, December 6, 2015

The checking account balance for 2015 is currently behind the 2014 figure by approximately \$6,600. The bulk of accounts receivable appearing on the balance sheet are related to the Annual Meeting. Contact has been made on all outstanding invoices; payment for most is anticipated by year's end. Overall, total assets are down approximately 9 percent or \$8,000 for the year.

A/R Aging Detail, December 6, 2015

Since printing this report for inclusion in the meeting materials, all of the customers in the 31-90 day category have been contacted and payment has either been made or is anticipated.

Profit & Loss Budget vs. Actuals, December 6, 2015

Gross profit continues to perform well and will exceed the budgeted figures for 2015:

- Invoices issued for approximately \$87,756 in event income (exceeding the approved budget of \$83,490).

- Invoices issued for approximately \$56,350 in membership dues (exceeding the \$51,000 budgeted for the year).
- The Special Projects line item on the second page represents the unbudgeted expenses associated with the mapping project; to date it is approximately 85 percent of the forecast \$9,750 originally proposed for this project. Staff does not anticipate exceeding the forecast.

Profit & Loss Variance, YTD

The profit and loss variance captures the same information that appears on the profit and loss statement, this time comparing it to the forecast budget figures for the completed first, second, and third quarters, as well as the fourth quarter through December 6. We ended the third quarter at 95 percent of the forecast budget for that time period. Staff currently anticipates ending the fourth quarter under the forecast budget as well. As noted on past reporting, we anticipate ending the year over budget due to the unbudgeted expenses related to the mapping project; however, overall revenues are such that we do not expect to exceed budget by less than the total forecast expense for the mapping project (approximately \$9,750).

Cash Flow Forecast, November 2015

As is typical for the Association, we will continue to experience a downward trend in cash flows through the end of the fiscal year. No significant income is anticipated until membership dues renewal begins in January 2016 and registration for the Spring Training is initiated in late February/early March 2016.

Proposed Budget, FY 2016

A proposed budget for fiscal year 2016 is provided. Although conservative in development, the budget is proposing a net loss of approximately \$16,300, which includes estimated expenses of \$7,500 for audit services and \$9,500 for updates to the mapping project and the related ESRI subscription fee.

Audit An RFP was issued in November for CPA firms to conduct an audit. Responses are due January 6 for 2013 – 15. The Audit Selection Committee will meet on January 13 to make a recommendation to the Executive Committee.

MOTION: Moved by Gary Lee and seconded by Doug Morten to approve the financial report as submitted. **Motion passed.**

Committee Updates

Publicity and Education Committee Chair John Van Loo reported that the Committee was working through Game 1 of the Jeopardy segment and should wrap up within next two meetings and begin on Game 2. The plan is to get both to Dave Marne by late February. IEEE is also planning a presentation; there has been discussion on filming portions of the Jeopardy Game for IEEE TV. Spring Training is scheduled for April 20 – 21 at Embassy Suites.

Conflict Resolution Chair Kent reported that no potential conflict had been received.

Inspection/Correction Efficiency Gary Lee reported that one meeting had been held since the last update, followed by a meeting with PUC Safety Staff to provide a status report on the mapping project, identify associated challenges, and discuss how the PUC Safety Staff may assist. The plan is to start scheduling pilot mapping project areas. A flyer has been developed by the OJUA and the PUC plans to distribute it to all operators after the first of the year.

Mapping Project Linda Spurgeon noted that there was nothing new to report, but asked if any of the Board had begun using the program. She noted that there will continue to be challenges by the way various companies submit their data.

JIS Report Jerry Donovan reported that the Committee is transitioning to meeting every other month to coincide with the Standards Committee. The Matrix has been completed and delivered to Accent to incorporate as one of the tools to facilitate joint inspections. The Matrix will assist with identifying the violation, accessing best practices and suggesting solutions to correcting the problem. The Committee also continues to work on the Best Practices Manual by reviewing slides and offering comments on solutions. The Committee will also attempt to quantify the success of joint inspection programs.

Standards Committee Jerry Donovan reported that the Committee had been reviewing and updating the Standards Manual. The goal is to have a preview available at the Annual Meeting. The Grandfathering Matrix has also been completed and should be a valuable asset to the membership. The PUC advisory letters have been secured as far back as 1994. Lori Koho noted that the PUC, in keeping with record retention policies, should have disposed of anything older than ten years. Some of those older advisory letters are no longer valid and the PUC would not stand by or enforce those opinions.

Executive Committee Chair Sam Ackley reported that, in addition to items already reported, the Committee last met on November 13 and reviewed a working draft of the budget for approval in January. In keeping with OJUA's Strategic Goal #6, he and several Board members have been discussing a membership letter campaign targeted for ILECS and another with a contractor focus. The new OJUA LinkedIn group has been activated and staff will be sending out group invitations. The Committee also reviewed Annual Meeting evaluations and are examining venues in Bend for 2016. The RFP for the audit was released on November 15 with a January 6 target date. IEEE has asked to be involved in Spring Training. The ICE Committee flyer was approved for distribution as reported earlier.

Industry Updates

President Terry Blanc reported that he had been approached by Peter Mauro with Verizon Wireless about attaching small cell devices to Tillamook PUD poles. The two entities plan to meet in January. PacifiCorp and others reported similar conversations.

Sam Ackley noted that Google's project remains ongoing despite a slow ramp-up in Oregon and other states.

**PUC
Update**

Lori Koho reported new hire of Senior Utility Engineer Analyst Leon Grumbo, formerly with PGE. She also reported that the PUC may contact utilities regarding their status during emergencies. This information is sought merely to fulfil a requirement for the PUC to supply such information to Office of Emergency Management. The IEEE is putting together a presentation for the National Association of Regulatory Utility Commissioners for Lori to present at a future meeting. The presentation is being developed to assist other states with navigating the NESC codes.

Old Business

- 2016 Annual Meeting Sam Ackley asked staff to provide an update on possible venues in Bend. By consensus, the Board instructed staff to work with the McMenimans/Deschutes Brewery combination.
- Review of Documents Submitted by Joe Mitchell The Board reviewed Joe Mitchell's resume and letter of interest.

New Business

- 2015 Annual Meeting Evaluation Summary The Board reviewed the summary of the evaluations received by attendees. Sam Ackley commented that the evaluations had been very positive.
- 2016 Draft Meeting Schedule President Terry Blanc reviewed the proposed meeting schedule, noting that the biggest change was the bundling of the JIS meetings to coincide with the Standards Committee's meetings. Board members had no changes to the schedule.

Adjourn

There was no further business and the meeting was adjourned at 1:01 p.m.