**Oregon Joint Use Association**

**Board of Directors: Meeting Minutes**

**Eagle Crest Resort Golden Rooms C&D – Redmond, OR**

October 3, 2018

President Scott Rosenbalm called the meeting to order at 3:00 p.m. A quorum was present:

**Present**:

Scott Rosenbalm, President

Sam Ackley, Past President

Tom Jorgenson, V.P.

Brant Wolf, Treasurer

Brooke Sisco, Secretary

Terry Blanc

Jeff Kent

Stuart Sloan

Dave Waffle

Gary Lee

Josh Crain

**Not Present**:

Dave Mingus

**Guests**:

Todd Gover

Jerry Donovan

Jim Carver

Chris Barley\*

**Staff**:

Taryn Nugent

Genoa Ingram

\*via Conference Call

**SPECIAL ORDER** Josh Crain with Portland Bureau of Transportation was present and the Board reviewed his letter of interest and resume to join the Board as the Large Municipal Representative.

 **MOTION**:

**Minutes** The Board Members reviewed the minutes of June 21, 2018. Scott called for a motion to accept the minutes, as amended.

**MOTION**: Moved by Sam Ackley and seconded by Jeff Kent. **Motion passed**.

**Treasurer’s** Brant Wolf noted that the Balance Sheet and Profit and Loss records which were **Report** part of the Financial Report reflected a healthy financial outlook. He suggested

 that these two documents should suffice for the financial report going forward.

**MOTION**: Moved by Jeff Kent and seconded by Brant Wolf to accept the financial report as written, along with the Treasurer’s recommendation for financial documents to be reviewed. **Motion passed**.

**Industry** Dave reported the FCC published an article about small cell deployment, in

**Updates** particular municipal regulations and fees in an attempt to streamline the fees and recording of small cell. Dave noted there will likely be some backlash by the state. Jeff noted there are already 20 states that passed small cell legislation and wondered if the FCC legislation would pre-empt. Scott noted there is a letter from the FCC chair to the Oregon PUC regarding this issue as well. Jeff noted FCC just released legislation on revised pole attachment, and it included rules for one-touch make ready. Jeff noted there is a bill on the California docket attempting to pursue a single database for the state of California. This could enable telecom provider an opportunity to plan a deployment by using the database’s information and would keep track of attachments and the state of the poles (violations, corrections, etc.). Sam Ackley noted Wendy Mueller with Northern California Joint Pole Association will be presenting tomorrow and this will likely be addressed during her presentation.

**Old** Scott noted IEEE has started some outreach for their “Industry Connections” in

**Business** forming a national joint use association. Scott noted there are still some open opportunities to help give OJUA an opportunity to give input for the national model. Tom noted he has been asked to sit on the RF Committee, which only has 4 members, and another which was Clearance and Loading Committee.

**Committee** *Executive Committee*: Tom Jorgenson reported on activities of the Executive

**Reports** Committee, including approval of an additional $1,500 to the budget for the speaker because he would likely draw in a bigger crowd. Tom noted an attempt by the Executive Committee to reduce paper printing by recommending not printing as many copies, unless attendees RSVP to receive a copy.

*Publicity and Education*: Brooke Sisco reported that there is a new co-chair, Glen Williams with K&B Technical Solutions. Brooke noted she will be introducing Glen, who will be giving the P&E update at tomorrow’s Annual Meeting. Brooke updated the Board that Dave Marne is dealing with medical issues which may conflict with Spring Training, but Dave is confident he can make it to Spring Training. Brooke noted this means we need a contingency plan. Brooke noted P&E is ahead of schedule on planning. Stuart noted that the Bylaws originally included a provision that we are supposed to vary the instructors, and cycle through them. Stuart questioned whether the Spring Training can be handled internally if no one is available last minute. Stuart requested whether the association

 *Inspection/Correction Efficiency*:

 *Mapping Project Subcommittee*:

 *Joint Inspection/Correction Subcommittee*:

 *Standards Committee*: Jerry reported that there were three change proposals sent on to IEEE, including Stuart Sloan’s which removed “window” from the definition of “casually access,” Stand Off Brackets by Terry Blanc, and a tagging Identification change proposal by Mark Rettmann. Jerry noted the next project for Standards Committee will be updating the Grandfathering Matrix to the 2017 NESC Code Book. Jerry noted Standards expects the Wireless committee to hand off notes for Standards to create a Wireless chapter from.

 *Conflict Resolution Committee*: Jeff reported there are no current conflicts, but membership has changed slightly.

 *Wireless Committee*: Terry reported there have been a few meetings since the last Board update. In June there was a Joint Wireless Carrier Presentation by AT&T, Verizon, and T-Mobile. In July Drew Thatcher, RF expert, presented at the Wireless Committee meeting, which was sponsored by the wireless carriers. In August the Committee covered Pole Attachment Best Practices. Mark Rettmann presented in August on the applicable NESC codes. The discussion was continued in September, with Jim Carver leading the discussion. Terry noted local government best practices will occur in November. Dave noted Maia Haijum will lead the discussion on the municipal perspective in November, which will be open as an educational presentation. Terry questioned whether the Wireless Committee Best Practices notes should be approved by Executive Committee or if the notes should be sent on to Standards and have their Best Practices chapter approved by Executive Committee. Decision

**New** *Bylaws Review*: Scott Rosenbalm reviewed the suggested bylaws revision, noting

**Business** that the changes would make Associate members unable to vote on committees, except P&E, but would be able to sit on committees. Scott noted this is due to the fact that committees, like Standards Committee have the ability to affect policy. Staff noted there is also a revision to expressly state that the President of OJUA has sole authority to appoint new co-chairs, chairs, or vice-chairs. Board suggested deleting the sentence “Members shall also receive discounted rates . . .” and add “Facility Contacts” to the “Large” category. Scott entertained a motion to accept the Bylaws Revisions, as amended.

 **MOTION**: Brant Wolf moved and Tom Jorgenson seconded. **Motion passed.**

 *Non-Member Committee Attendance*:

 *Standards Committee Structure*:

 *Financial Reporting*:

 Tom noted that the Executive Committee wanted to lessen the amount of printed financials to lessen the printing costs. Tom noted the Executive Committee would review a detailed version of the financials less frequently and then report on it to the Board at the next Board meeting. Staff noted that a full audit is recommended at no less frequently than every 3 years. Sam noted the last audit was in 2016. Executive Committee recommended lessening the financial reporting

 **MOTION**: Brant Wolf moved and Brooke Sisco seconded. **Motion passed.**

 *2019 Annual Meeting – Salishan*: Staff distributed the Salishan contract and noted that the 90% room fill provision, the food minimum was $6,000, and the room maximum was around 60. The Board **by consensus** wants to see different proposals for October dates.

 *Board Elections*: Ballots were distributed and Brant Wolf, Terry Blanc, and Dave Mingus were all re-elected to the Board. The following slate of officers was presented:

 Tom Jorgenson – President

 Brant Wolf – Vice President

 Terry Blanc – Treasurer

 Sam Ackley – At Large

 Gary Lee – Director At Large

 **MOTION**: Moved by Jeff Kent and seconded by Gary Lee to approve the slate officers en bloc. **Motion passed**.

 **Other**

 Sam Ackley noted that the wild fires were particularly bad this year and required temporary fire camps with wireless access and it was great to see collaboration in doing this.

**Adjourn** With no further business to discuss, the Board adjourned at 4:55 p.m.