

Oregon Joint Use Association
Board of Directors: Meeting Minutes
Eagle Crest Resort Golden Rooms C&D – Redmond, OR
December 20, 2018

President Scott Rosenbalm called the meeting to order at 11:10 a.m. A quorum was present:

Present:

Scott Rosenbalm, President
Tom Jorgenson, Vice
President
Brant Wolf, Treasurer
Dave Mingus
Terry Blanc
Jeff Kent
Stuart Sloan
Gary Lee
Dave Waffle

Not Present:

Josh Crain
Sam Ackley, Past President
Brooke Sisco, Secretary

Guests:

Jerry Donovan

Staff:

Taryn Nugent
Genoa Ingram
Laureal Williams

Minutes

The Board Members reviewed the minutes of the October 3, 2018 Board meeting. Scott called for a motion to accept the minutes, as amended.

MOTION: Moved by Gary Lee and seconded by Brant Wolf. **Motion passed.**

Treasurer's Report

Brant Wolf noted he reviewed the full report previously and all the finances look to be in good order. Laureal noted after everything is resolved, OJUA should be \$5,000 in the black, instead of the expected deficit that was budgeted for in 2018. Jeff Kent asked if there are any outstanding invoices. Laureal noted everyone is paid up except one for Annual Meeting registration, which is expected to be resolved soon. Gary Lee asked for any outstanding invoices to be included in the financial report. Laureal agreed to include accounts receivable next time.

Scott entertained a motion to accept the financial report, as written.

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

Staff noted the bank wants check signers to be recorded in the official minutes. Laureal requested that **Tom Jorgenson, Scott Rosenbalm, Brant Wolf, Brooke Sisco, and Terry Blanc** become **check signers**. Brant asked if checks have a threshold for two signers or if all checks are required to be signed by two people. Laureal noted that all checks are required to be signed by two, but other clients have done a \$1,000 threshold. Board discussed whether to create a threshold or always have two. Board agreed that the policy of having two check signers should continue. Scott called for a motion to approve the five people stated above to become check signers.

MOTION: Moved by Tom Jorgenson and seconded by Jeff Kent. **Motion passed.**

Industry Updates

Scott noted IEEE committees for a national joint use committee have not met since the last Board meeting. Tom noted that the committees he was on cancelled their meeting due to the holidays. Tom noted the IEEE meetings he attended were for Pole Loading and RF Transmissions. Tom noted there wasn't much to update on RF, but Pole Loading had a lot to do with wireless loading and they are trying to come up with recommended standards for wireless,

licensees, and one touch make ready. Gary Lee noted that out-of-state one-touch work had been done that he hadn't been made aware of until a bill was delivered for half the cost to him.

Jeff noted that the FCC small cell legislation has had some developments – city of Portland and some smaller cities sued in federal court on the issue of preemption and state and city sovereignty. The parties asked for a stay, which was denied, and a move of venue was made, but there has been no determination on that motion yet. FCC hasn't closed the docket on pole attachment regulation. Jeff noted there were some legal challenges on FCC pole attachment regulations, but no further details are known on law suits or other developments. Stuart Sloan commented net neutrality has been refreshed because of a ruling. Jeff noted several states have made their own net neutrality law, even if it didn't fully succeed federally.

Jeff noted the pole and conduit database in California is still moving forward, and parties are trying to agree on what the minimum data set should be for the database, and what a construction entity needs to perform a pole loading study and where do they get that information. Jeff noted the Camp Fire was used as an example for how valuable a pole loading database would have been for firefighters. Terry Blanc asked if there is any California legislation or policy putting more requirements on utilities for managing vegetation and other issues, and would that move to Oregon? Jeff noted that a lot of wildfire mitigation plans and regulations are happening in California but couldn't comment on whether that should be expected in Oregon as well. Jeff noted that in California there need to be plans to de-energize lines if a fire starts, particularly in a high fire risk area, a point of contact to take power down, and a backup power source. Gary noted there was a news warning in a red flag area that power will be shut off during a fire. Tom noted CenturyLink has started these sorts of discussions of shut offs, back-ups, and re-energization plans. Dave Waffle noted there was criticism on the loss of emergency communication for fire fighters, yet the power has to go down according to policy. Tom noted that national guard's GIS team is responsible for keeping emergency communications on line throughout the state during emergencies like that. Staff asked what determines a high-risk area. Tom noted California produced a map to show the risk areas. Jeff noted there are multiple variables considering fuel, wind, drought, human population, etc. Jeff noted it doesn't change based on day-to-day weather patterns, it's a static map.

Old Business

Annual Meeting Review:

Staff reviewed the Annual Meeting survey results, noting nothing was rated lower than a 4 out of 5, and except for Northern California Joint Pole Association, nothing was rated less than a 4.5. Networking night was rated a 4.1 overall, and most comments were good except many wanted drink tickets and some did not like the music. Comments showed that next year people hope to see:

- More on one-touch make ready
- An update on FCC ruling, potentially from an FCC staff, and the effect
- More on RF
- 5G deployment
- Small cell, right of way, and easement topics
- Wireless Update – what's working, what's not working, other industry hot topics
- NJUNS

Jeff Kent noted the Annual Meeting had great content and his boss was a first-time attendee and loved it. Laureal noted a profit of \$1,700 was expected, but \$1,100 was what was accrued.

Committee Reports

Executive Committee:

Tom Jorgenson reported that the Executive Committee has gone over budget for Spring Training and Annual Meeting. Tom noted we are two years out from a code change so we don't know what to expect for Spring Training attendance, but they will continue a 3-day event. Tom noted the Executive Committee approved a \$2,000 speaker fee for Spring Training if they wanted to bring in someone like Drew Thatcher for an RF presentation. Tom noted the Executive Committee has reviewed the draft budget and recommends the Board to accept it. Tom noted Tim Khouri from PGE has been added to the mapping Committee. Scott noted two new members: City of Gresham and Crown Castle were announced as new members.

Publicity and Education:

Staff reported that the game is almost complete, and the raffles are ordered. Giveaways are mostly selected and will be ordered next year. Registration is expected to open in January and semi-monthly email blasts have started. Gary noted that day one is very similar to day two. Staff noted Dave Marne was given the feedback from Spring Training and noticed the upswing in comments about Day one and Day two being so similar.

Inspection/Correction Efficiency:

Jerry noted ICE completed its objective and JIS has now merged to become ICE. The emphasis will be on corrections. Gary noted it will be important to continue to monitor inspections. Staff noted they will continue to monitor by virtue of editing the Inspections Best Practices Manual. Staff noted Todd & Corey have drafted a new charter and deliverables for ICE committee. Jerry noted joint transfers was important enough to have a separate pilot project from the joint corrections pilot. Jerry noted he hopes to see agreement on where the tipping point is between simple and complex corrections and transfers as a deliverable from the committee. Tom noted that a very simplified distinction is needing to dig or splice instantly makes it complicated.

Standards Committee:

Jerry reported that Standards is about halfway through the Grandfathering Matrix for updates. Jerry noted Standards will likely spend part of the time on the Wireless Chapter and part of the time on the Grandfathering Matrix until the Grandfathering Matrix is done. Jerry noted he is worried about getting the Grandfathering Matrix completed before Spring Training and it may last farther into the year. Terry noted he hopes Standards or some committee will take on the issue of the increasing congestion in the right of way and the construction or maintenance of city owned structures, noting it's particularly difficult in Portland. Jerry noted there are no easy answers there, and that similar issues have been occurring in Hillsboro. Terry asked if there should be an OJUA goal to pull municipalities into the Standards discussion, and if we simply need educational materials to help the situation. Gary noted the problem is twofold: dealing with any new structures and ornamentals that pop up and dealing with any pre-existing issues. Dave Mingus asked if this is something that could be done at Spring Training. Scott noted this could be a good topic for Annual Meeting: municipal coordination. Jerry noted Standards will have sketches and photos with clearances to make the Wireless Chapter very simple and easy to understand.

Conflict Resolution Committee:

Jeff reported there are no current conflicts. Jeff noted the rental reduction denial criteria has shifted from one criterion, to two or three regarding responsiveness of safety violations, which may result in conflicts.

Wireless Committee:

Terry reported the Wireless Committee has had two meetings since the last Board meeting. Terry noted November was an open educational meeting, with 53 attendees and two presenters: Maja Haium from City of Portland and Dave Ris from City of Gresham. Both presenters presented on policy goals and management of right of way for each city and best practices for coordination. Terry noted the December meeting was a closed committee discussion, led by Dave Waffle. Terry noted Wireless developed six key steps for local government to be prepared for small cell, including:

- what codes are on the books today
- establish a single point of contact
- public relations person to deal with concerns

Terry noted signage, shutoff procedures, framing specs, and local government coordination best practices will go to the Standards Committee. Terry noted there are three meetings left. January will be pole attachments and the commission ruling in 2007 for wireless, and more discussion on coordination with municipalities. Terry noted February will help round out recommendations to the Board, and in March have an overview of the results and see if the Wireless Committee will disband then.

New Business

Village Green Contract:

Staff reviewed the Village Green's venue and room contracts, showing the discounted room rates of \$69, and \$89 for rooms and the fact the venue rental fee will be waived if the catering minimum is met, which is a low \$3,500. Staff noted Village Green has 70 rooms and the ballroom can accommodate up to 85 people. Staff noted that if more than 70 rooms are needed, there are other hotels within five minutes of the venue. Scott called for a motion to approve the contracts.

MOTION: Gary Lee moved Jeff Kent seconded. **Motion passed.**

2019 Proposed Budget:

Laureal presented the 2019 Proposed Budget, noting that there is likely to be an \$1,800 deficit next year. Laureal noted there is a significant increase to the expected revenue in membership dues, because of interest in Wireless. Laureal noted City of Corvallis expressed their interest in joining, and OJUA will likely continue to try to draw in more contractors. Laureal noted membership is still based on number of attachments and poles owned. Stuart asked if the structure should change. Tom noted it should stay the same, based on contracts. Tom noted the \$2,000 speaker fee should be removed, based on the P&E update. Laureal noted miscellaneous expense was included for contingencies. Laureal noted the merchant services fee is the credit card fee, approximately 3%, and is not passed on to members currently. Laureal noted administrative expense of printing and photocopying has gone down due to the move to electronic copies and reduced committee printing. Laureal noted Board gift budget is for when a Board member leaves.

Laureal noted the networking event at Spring Training is being hosted by IBEW, lessening expenses, and A/V costs have increased 12%. Laurel noted the Annual Meeting networking night expense will likely be \$2,000 because of the call for drink tickets. Laurel noted the meals are budgeted at \$5,500 for meals at Village Green. Laurel noted the elimination of the speaker fee at Spring Training will bring us about \$190 into the black. Scott called for a motion to accept the 2019 Budget, as amended.

MOTION: Gary Lee moved and Jeff Kent seconded. **Motion passed.**

Other

Meeting Schedule:

Staff noted historically the Board meets on the 3rd Thursday. Board wanted to continue the same. Terry suggested meeting at CPI for the June Board meeting. Board agreed not to meet in September and to instead meet at the Annual Meeting.

Adjourn With no further business to discuss, the Board adjourned at 2:00 p.m.