

Oregon Joint Use Association
Board of Directors Meeting Minutes

December 14, 2023
Broadway Commons, Salem

President Terry Blanc called the meeting to order at 10:05 a.m. A quorum was present:

Board Members Present:

Terry Blanc, President
Tom McGowan, Treasurer
Pam Vaughan, Secretary
Brant Wolf, Immediate Past President
Jeff Kent, Director*
Josh Crain, Director*
James Casson, Director*
Eric Griffeth, Director
Gary Lee, Director
Carson Horton, Director

Leon Grumbo, OPUC
Heide Caswell, OPUC
Gerald Pressley, OSU Utility Pole Research
Cooperative
Jeff Carlson, Consumers Power Inc.
Tom Jorgenson, ICE Committee Co-Chair*
Jennifer Joly, OMEU*

Staff:

Genoa Ingram
Laureal Williams

Board Members Absent:

Sam Ackley, Vice President
Adam Deshon, Director
John Latourette, Director

**via Zoom*

Guests:

President's Comments

President Terry Blanc asked attendees to introduce themselves and directed Board members to the letter of interest provided by Carson Horton, Clatskanie PUD.

Special Order of Business

MOTION: Moved by Gary Lee and seconded by Eric Griffeth to approve Carson Horton to fill the OPUDA representative position on the Board. **Motion passed.**

Approval of Minutes

The Board Members reviewed the minutes of June 15, 2023, meeting.

MOTION: Moved by Gary Lee and seconded by Brant Wolf to approve the September 27, 2023, meeting minutes as amended. **Motion passed.**

Treasurer's Report

Year-to-Date Financials Treasurer Tom McGowan reviewed the year-to-date financials, including an update on the certificates of deposits.

MOTION: Moved by Brant Wolf and seconded by Gary Lee to approve the financial report as presented. **Motion passed.**

2024 Proposed Budget Treasurer Tom McGowan presented the proposed 2024 budget in detail. Staff was asked to look into purchasing additional NESC manuals.

MOTION: Moved by Eric Griffeth and seconded by Gary Lee to approve the proposed 2024 budget as presented. **Motion passed.**

Treasurer's Assessment & Financial Standard Operating Procedures Manual Treasurer Tom McGowan reported how the Executive Committee had arrived at the OJUA proposed Accounting Standard Operating Procedures (SOPs). He then reviewed the proposed document. Board members were asked to review the SOPs for possible action at the March Board meeting. Eric Griffeth suggested using the generic term “staff” rather than a specific staffing firm.

Review of Draft Policy on Records Retention and Destruction Laureal Willians reviewed the proposed draft Records and Retention policy explaining that the purpose of the policy was to provide additional details with regard to records retention and destruction. She also noted there was no distinction between hard copies and electronic data. She asked Board members to review and comment, particularly those familiar with similar practices of non-profits.

Committee Reports

Executive Committee Terry Blanc reported that the committee has focused heavily on financial issues as reflected in the Treasurer's report. They have also been working with Conflict Resolution Chair Jeff Kent on rebranding that committee and expanding its scope. Terry also reported on the meeting with OPUC Chair Decker on October 26, adding that topics included the five-year check-in, changes in staff process with regard to audits, a need for entities to construct broadband projects on an expedited basis, the need for permitting requirements and OARs to be followed. Chair Decker had no negative comments with regard to OJUA's compliance with NESC regulations, and overall the meeting was positive. Annual meetings between the OJUA and Commissioner leadership were suggested.

Conflict Resolution Committee Jeff Kent reported that he had been approached by the Executive Committee about expanding the scope of the CRC to include onboarding of new operators in the state. Such assistance might include collaboration and information sharing related to joint use including compliance with Division 28 and how to submit a plan of correction. In response, Jeff has compiled a memo updating the progress of the rebranding, which he noted was assisted by OPUC staff. (EXHIBIT A) Next steps are to receive ideas from OJUA leadership and OPUC staff.

Inspection/Correction Committee/Mapping Subcommittee Co-Chair Eric Griffeth reported that the Committee held its last meeting of the year in November and meets on the same days as the Executive Committee. ICE continues to work on finalizing the best practices for joint inspection programs to glean the most efficiencies. Co-Chair Tom Jorgenson reported that two pilots have been completed this year and the final should wrap up next week. The current pilot focuses on the “even split” methodology which provides for correction costs to be split evenly between the occupants on the pole. It is also the most challenging and least successful of the pilots primarily due to the difficulty in identifying candidates who would meet the criteria, both in occupancy and level of complexity. Moving forward, the Committee will discuss recommendations beginning in January with an eye to wrap up the best practices manual by June.

Publicity & Education Committee Laureal Williams reported that the committee recommended contracting with ikeGPS for instruction and will be meeting again later this month. The rest of the program, including Trivia, is set. Registration is anticipated to open in January.

Industry Updates

OPUC Update Leon Grumbo, OPUC Safety Staff, provided an update on the five-year check-in process. Much feedback has been received from industry, including concerns regarding the amount of time and manpower the process requires. Even with the short form, the OPUC recognized that the check-in is a big ask. The process has been modified to include a random 20 percent targeted for inspection. He reported that, at the request of the Commission, entire vegetation service areas will be inspected. Reports will look different in that they will include an attachment listing all violations. OPUC staff is also attempting to reach out to industry, particularly communication companies, to discuss key topics. They also plan to have a dialog with contractors who perform the work. Locations for these meetings will include Salem, Bend, and Baker City. OPUC staff is also attempting to provide representation on OJUA committees such as Standards.

Leon continued, reporting that Heide had indicated that they would start reviewing WMPs. Each year there will be a vegetation report with emphasis on wildfire prevention. Cyber security is also part of the focus.

OSU Utility Pole Research Cooperative Presentation Gerald Pressley, Assistant Professor, Department of Wood Science and Engineering, presented findings on the wood pole preservation research and how to lengthen the life of utility poles.

New Business

Election of Officers Chair Blanc presented the following proposed slate of officers:

- Sam Ackley/President
- Pam Vaughan/Vice President
- Carson Horton/Secretary
- Josh Crain/Treasurer
- Gary Lee/At Large
- Eric Griffeth/At Large

MOTION: Moved by Tom McGowan and seconded by Gary Lee to approve the slate of officers *en bloc*. **Motion passed.**

2024 Annual Meeting Chair Blanc reported that the 2024 Annual Meeting will be held at Eagle Crest Resort, September 11-13. The Executive Committee will be heavily involved in planning the program for that meeting.

2024 Meeting Schedule Chair Blanc noted that the proposed meeting schedule is included in the meeting packets. Staff noted that Standards has changed their schedule so a new schedule will be forwarded.

Adjourn

There being no further business, the meeting was adjourned at 1:16 p.m.

November 27, 2023

TO: OJUA Executive Committee
FROM: Jeff Kent – OJUA CRC Chairperson
RE: Update on expansion of the role of the OJUA CRC

OJUA Executive Committee,

I apologize for not being able to provide an update in person at your upcoming meeting on November 29, 2023. Below is what I have captured so far with respect to the potential expansion of the OJUA-CRC.

Background:

Currently the Oregon Joint Use Association’s (OJUA) Conflict Resolution Committee (CRC) offers written opinions and an optional settlement conference in specific areas as indicated in the Oregon Administrative Rules 860-028-0210 through 860- 028-0230. Those areas include:

- Disputes over plans of correction
- Disputes over facts used to impose sanctions
- Unreasonable delay in approval of written contract or issuance of permit
- Disputes over loss of the rental reduction

During the July 18, 2023, meeting of the OJUA Executive Committee, the committee shared a summary of its recent discussions about expanding the scope of the OJUA’s CRC with CRC committee chairperson Jeff Kent. The ideas put forth were to develop the CRC as a resource or onboarding group for existing and new operators in the state, offering guidance, information sharing, and collaborative services related to joint use. For example, the CRC could aid new operators in terms of learning how to comply with OAR Division 28, including how to submit a plan of correction and what operator’s responsibilities are with regards to notices of violations. It was suggested by the Executive Committee that providing this type of resource and information sharing could increase the likelihood that operators would contact the OJUA for assistance before there were potential conflicts or disputes and may in fact decrease the number of formal conflicts. The chairperson of the CRC agreed to create the initial draft of a scoping document describing potential expansion of the CRC’s role to offer guidance and share information with new and existing operators.

It was also recommended that the OJUA CRC Chairperson reach out to the Oregon PUC Safety Staff for input into the proposed expansion. Initial contact with the staff was attempted by phone in mid-August with a follow up in email in early September. OPUC Safety Staff was busy at the time and ultimately provided input the end of October. Ideas from the OJUA Executive

meeting are listed in proposals below, followed by OPUC Safety Staff's input received from Leon Grumbo.

OJUA Initial Proposals:

In accordance with the intent of the OJUA Executive Committee discussions on July 18, 2023, the CRC Committee Chairperson proposes the CRC will serve as a resource to new and existing joint use operators in the state of Oregon for the following services:

- Provide orientation/onboarding to new and existing operators about the OJUA and its various committees and resources.
- Provide explanations of applicable state regulations pertaining to joint use operators and hyperlinks to Oregon Administrative Rules, Statutes and Oregon PUC Policies.
- Provide examples of practical applications of the Rules and Policies, and how operators can comply with them.

OPUC Safety Staff Input:

- Identifying new operators who could benefit from this counseling.
- Development of model tools relating to successful operations compliant with Divisions 24 and 28.
- Perhaps outlining how any operator is able to work with other operators, for example, each of "large" operators describe their core processes and the interfaces with the new or incumbent operators such as the Pac or PGE way...
- Development of an FAQ based on the operator type (some from PUC, some from OJUA, some from municipal system (i.e., city of Portland), some from electric or telecom operator)
- The OJUA could prepare a resource kit for itself, and the OPUC could provide a similar process description for itself that would be part of the resource deck.
- OPUC would be glad to work with OJUA and the incumbent operators to develop content.
- Could we find out if there are specific functions/activities that are more valuable based upon the utility type and its footprint in the system?
- What are the requirements of Division 24 and 28; is there a cheat sheet by operator type? (HC started developing this content for the annual recap report) How can I become part of a joint inspection or correction program to get work done?

Next Steps:

Given the scope of input from the OJUA executive committee and the OPUC Safety Staff, I recommend a team of OJUA members are needed to review and begin to develop the tools. The team could be made up of the CRC committee themselves and/or other members interested in this work. I ask that the OJUA Executive Committee review and advise.